



Accounting Manager

Reports to: Controller

Status: Full-time, Exempt

About APAH

APAH is a non-profit affordable housing developer that works throughout the DC region. APAH exists to provide quality affordable housing and resident-centered programming to help our residents make the most of their home. APAH is a mission driven, community minded and resident focused organization guided by seven core values: compassion, integrity, collaboration, innovation, excellence, impact and racial equity.

Summary Description

We have a great opportunity for an experienced Accounting Manager to oversee APAH's financial operations. This position is responsible for monitoring financial aspects of the APAH portfolio by preparing reports for the board, lenders, and investors. The Accounting Manager assists the CFO with managing the development portfolio, including assisting with construction closings, oversight of construction draws, assisting with the project cost certification and 8609 application reviews.

Essential Functions

Corporate Accounting (45%)

- Lead a team of our Senior Accountant and Staff Accountants in maintaining daily corporate accounting functions to include invoice processing, cash deposit recordings, and bank reconciliations. Ensures sufficient documentation of all transactions
- Prepare quarterly financial statements in accordance with US GAAP for APAH and the portfolio for the Board, Investors and Lenders
- Assist with the preparation for the APAH consolidated and property audits including the review of audited financial statements and tax returns
- Manage local and state tax filings

Real Estate Development (45%)

- Review organizational and financing documents prior to project construction closing.
- Track financial reporting requirements for development projects
- Review project settlement statement entries
- Manage the bookkeeping process for new developments
- Support the accounting team with the review of construction draws and lender funding requests
- Support the accounting team with preparing for project cost certifications
- Submit equity requests to investors in accordance with project limited partnership agreements
- Review 8609 applications for 4% and 9% LIHTC projects

Grant Tracking (5%)

- Assist the accounting team with reviewing grant proposals, budgets, and monitor compliance with reporting requirements

Asset Management (5%)

- Assist with the review of property trial balances and quarterly journal entries

APAH is open to very experienced Accounting Manager-level candidates filling this role in a more senior capacity.

Supervisory Responsibility

Supervision of Senior Accountants and other team members as needed.

Qualifications

- BS in Accounting preferred
- Public accounting and CPA are a plus
- Minimum five to seven years of relevant experience required
- Real estate experience required
- Low-income housing tax credit, affordable housing, nonprofit experience preferred
- Excellent writing, proofreading, editing and oral communication skills
- Ability to assume responsibility and quickly follow-up on multiple tasks; strong organizational skills and attention to detail; hardworking
- Ability to work independently with good judgment skills
- Good sense of humor, courteous and responsive. Enjoys a fast-paced environment

Expected Hours of Work

This is a full-time, exempt position. Typical workdays are Monday through Friday, with a total of 40 hours worked a week between the hours of 8 a.m. and 6:30 p.m. Occasional evening or weekend hours for community/board meetings related to projects and/or special events; additional work hours as required.

Working Conditions/Physical Requirements

This job operates in a professional office environment. On occasion this position may work off-site at events. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is frequently required to operate a computer and other office equipment, communicate information and ideas so others will understand, observe details at close range, and will occasionally move items weighing up to 30 pounds.

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Disclaimer

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned, at any time with or without notice.

Salary and Benefits

Salary band for this position starts at \$135,000, commensurate with experience. APAH has a competitive benefits package that includes medical, dental and vision insurance, long and short-term disability insurance, life insurance, commuter benefits, 401k and paid leave. This position

has flexibility to work remotely 2-3 days per week. Our corporate office in Ballston features free parking.

All candidates, including internal candidates, can apply by submitting their resume and cover letter to resumes@apah.org. Resumes will be accepted until the position is filled.

Equal Opportunity Employment

APAH offers equal employment opportunities (EEO) to employees and applicants for employment and prohibits unlawful discrimination and unlawful harassment on the basis of race, color, religion, national origin, gender, age, disability, gender identity or expression, veteran status, marital status, sexual orientation or any other protected classes or categories as defined by federal, state or local laws. This policy applies to all terms and conditions of employment including, but not limited to recruitment, selection, promotion, termination, layoff, recall, transfer, leave of absence, training program participation, compensation and all other terms, conditions and privileges of employment.

APAH is an [E-verify employer](#) and will provide the federal government with Form I-9 information to confirm authorization to work in the US. APAH will only use [E-Verify](#) once a job offer is accepted, following submission of the Form I-9.

For more information about APAH, visit our website at apah.org.