DEPARTMENT NAME: Administration
POSITION REPORTS TO: Accounting Manager
OFFICE LOCATION: 75 E. Santa Clara Street, Suite 1350, San Jose, CA

MISSION AND HISTORY
Housing Trust is leading the effort to create a strong affordable housing market in the greater Bay Area as one of the region’s highest-volume nonprofit housing lenders. Serving people experiencing homelessness to renters to first-time homebuyers, we assist a wide range of residents with programs across the entire spectrum of housing issues. Our financial expertise and extensive private and public sector partnerships ensure we make the most of every dollar to preserve thriving and diverse communities. We believe our communities are more diverse, sustainable, and vibrant when everyone has a safe, stable and affordable place to live, and a chance to succeed on their terms. Since 2000, Housing Trust has invested $230 million – creating more than 18,400 affordable housing opportunities serving over 33,500 of our neighbors. Housing Trust is the first nonprofit Community Development Financial Institution (CDFI) to receive a Standard & Poor’s rating (AA-) because of its strong capacity to meet financial commitments.

Housing Trust aspires to be a diverse and inclusive organization. We are committed to recruiting, retaining, and promoting diversity in our workforce and leadership to reflect the communities we serve. We believe differences in lived-experiences, cultural backgrounds, and diversity of thought are our strongest assets and contribute to our success.

*People of Color are encouraged to apply.

POSITION OVERVIEW
Are you a proven Staff Accountant looking to learn new skills in accounting and reporting while making a positive impact on one of the most serious crises facing our region? Are you analytical, dedicated, and mission driven? Do you take pride in your work and thrive in a collaborative environment? If so, Housing Trust Silicon Valley is the place for you. Reporting to the Accounting Manager, you will ensure that payroll, accounts payable, accounts receivable, and cash receipts are processed and recorded accurately. You will work with all departments to ensure timely and accurate information is included in our financials and that policies and procedures are followed closely.

KEY RESPONSIBILITIES
- All aspects of Accounts Payable including coding, compliance with internal policies and procedures, vendor maintenance in Abila MIP, check writing, reconciliation of vendor statements, and filing
- Prepare, record, and process accounts receivable and cash receipts
- Process bi-weekly payroll, including employee time and attendance
- Assist with monthly close processes, including balance sheet account reconciliations and monthly journal entries to the General Ledger
- Prepare grant reimbursement reports
• Support for the annual audit and tax returns through preparation of schedules, reconciliations, filing, and photocopying documents. Collect and analyze financial data and prepare periodic reporting
• Assist in accounting for Multi-Family Loan Fund
• Assist in annual preparation of forms 1099-Misc, Use Tax, and Business Property Tax 571L
• Responsible for employee reimbursement process
• Maintain fixed assets acquisitions and disposals
• Cross-train with other staff accountant for all aspects of the accounting functions
• Works on special projects as requested and all other duties as assigned

QUALIFICATIONS
• BA degree in Accounting and a minimum of 1 year relevant experience, or 3+ years of experience and documented course work
• Proven mathematic and bookkeeping skills
• Able to analyze results and knowledge of accounting principles
• Demonstrated ability to work independently with a high degree of sound business judgment and professionalism
• Ability to multi-task and shift priorities in a fast-paced environment
• Excellent organizational skills
• Proficiency in Microsoft Office, specifically Excel spreadsheets
• Strong oral and written communications skills
• Experience in a nonprofit organization and with fund accounting software a plus
• Knowledge and previous experience in accounting for home mortgages and/or multi-family real estate development loans a plus

COMPENSATION
Housing Trust offers a competitive compensation package, including a bonus plan and benefits. This is a full-time, non-exempt position. Compensation will be dependent upon experience. Resumes will be reviewed and considered on an ongoing basis. To be considered for this position, please submit a letter of interest and resume to Jobs1@housingtrustsv.org.

Housing Trust is an equal opportunity employer to all regardless of race, color, national origin, ancestry, sex, marital status, disability, religious or political affiliation, actual or perceived gender identity, age or sexual orientation. Housing Trust is committed to diversity, equity and inclusion and our goal is to have a workforce (at all job levels) that is representative of the communities we serve.