



JOB DESCRIPTION

Senior Fund Accountant

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 the 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. Since 2000, Housing Trust has invested \$355 million – creating nearly 21,000 affordable housing opportunities serving over 38,000 of our neighbors. Housing Trust has led the way in engaging local corporations and foundations in investing hundreds of millions of dollars to work with us to bring more solutions to the market all while experiencing several years of high growth in our lending business.

Housing Trust is looking for exceptional people who believe that safe, stable affordable housing opens the door to better living for everyone. We embrace diversity. We nurture it and we thrive on it because it benefits our organization, our partners, and our community.

POSITION OVERVIEW

Are you a proven accountant with reporting and analysis expertise looking to oversee the books and reporting for a stand-alone company while making a positive impact on one of the most serious crises facing our region? Are you analytical, dedicated, and mission driven? And, do you take pride in your work and thrive in a collaborative environment with people who also exhibit these qualities? If so, Housing Trust Silicon Valley is the place for you.

Reporting to the Accounting Manager, you'll contribute to the Housing Trust's success through guiding the growth of an off-balance sheet fund we are managing on behalf of a large tech company. You will also contribute to accounting, analyses, and reporting for the larger Housing Trust.

This is an ideal opportunity for someone with at least 5 years related experience who is interested in an accounting role which contains elements of the role of a controller of a small entity as well as financial planning and analysis all in a growing, mission driven, organization. Who will be successful in this role? Someone who works independently and thrives in a fast-paced environment. Someone who is accurate and can meet deadlines. Someone who has strong accounting skills and a keen interest in financial analysis. Someone who can juggle several functions within a small organization, taking ownership of coordinating projects and delivering results including an impact on the bottom line. Someone who is curious and wants to learn affordable housing and finance. Perhaps, someone like you?

KEY RESPONSIBILITIES for Off Balance Sheet Entity with Limited Transactions/\$50M in Assets

Accounting

- Perform month-end close activities, including preparation of journal entries and reconciliations for various balance sheet accounts including but not limited to accruals, loans receivable, payables and revenue and prepare financial statements for this fund created to lend to developers who will create and preserve affordable housing
- Calculate fund management fees and prepare billing details
- Drive the annual audit of the entity and preparation of schedules with support of Accounting Manager
- Implement all pertinent FASB rulings for the entity (CECL and FAS91 in particular) as well as analysis of true sale accounting
- Calculate loan interest and review statements produced for borrowers
- Maintain policies and procedures of the off-balance sheet entity and participate in developing additional corporate policies
- Provide tax schedules to parent company annually

Financial Planning and Analysis and Reporting

- Develop an annual budget for the entity, report quarterly actuals versus budget, and forecast future results
- Work with Treasury to forecast cash flow
- Analyze impact of any new products on the entity P&L
- Recommend process improvements
- Report on loan funds and ensure interest is paid and reported properly, including participations
- Coordinate quarterly fund meetings

General Entity Management

- Request funding from parent company and alert Treasury to forecasted cash flows
- Maintain files for corporate governance and reporting including minutes of Credit Committee
- Prepare reports to parent company

Additional Accounting Support

- Support monthly close review and approvals to provide further segregation of duties
- Provide analysis and reporting for on-balance sheet funds of Housing Trust
- Reporting and other monthly journal entries and schedules and analyses for lending activity as part of Housing Trust close process
- Assist with preparation of Housing Trust audit schedules (off cycle from the off-balance sheet entity audit)

QUALIFICATIONS

- Bachelor's degree in Economics, Accounting, or related field and at least 5 years experience in accounting some portion of which included analysis and reporting. Experience in lending a plus.
- CPA a plus (Housing Trust will support continuing education)
- Demonstrated understanding of financial statements
- Exceptional attention to detail and accuracy
- Hands on experience with the accounting close process and audits

- Experience with database software (such as Salesforce), accounting systems (such as Intacct), and expertise in Excel
- Operate with the highest degree of integrity
- Effectively accumulate and present data, verbally and in written form

COMPENSATION

Housing Trust offers a competitive compensation package, including a bonus plan and benefits. This is a full-time, exempt position. Compensation for this position is dependent on experience and in the range of \$80,000 - \$90,000k). 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.