



DOORWAYS

HOPE LIVES HERE

Job Announcement

JOB TITLE: Senior Accountant

SCOPE: Full-Time/Exempt

SUPERVISION: This position reports to the Chief Financial Officer.

ORGANIZATION SPOTLIGHT:

DOORWAYS, a nationally-known interfaith non-profit, empowers clients to overcome poverty, HIV/AIDS, and homelessness by providing numerous social services that improve Housing, Health, and Hope®. Now in its 31st year, DOORWAYS has progressed to a multi-million dollar agency that assists over 3,000 clients annually.

WHAT WE'RE LOOKING FOR:

We are looking for an experienced **Senior Accountant** to provide support to our finance department by managing daily accounting tasks. This individual will also analyze financial information and prepare financial reports to determine or maintain record of assets, liabilities, profit and loss, tax liability, or other financial activities within an organization. You will be part of a team of professionals working to maintain order and transparency for the company's finances. The ideal candidate will be well-versed in generally accepted accounting principles and able to work comfortably with numbers and attention to detail. The Accountant will work an average of 40 hours per week with the potential for extra hours during the Agency's annual audit period.

WHAT YOU RECEIVE:

The opportunity to work in a diverse environment with staff that exudes endless compassion. DOORWAYS is a fast-paced and jovial workplace that strives to eliminate obstacles for our clients. As a member of our team, you will receive the following benefits: health insurance (including medical, dental, vision, life, and short/long-term disability coverage), tuition reimbursement, flexible scheduling, two Employee Assistance Programs (EAP), a 403(b) retirement plan, a flexible spending account, a health reimbursement agreement, paid parental leave, personal time off (PTO), and mileage reimbursement. DOORWAYS offers countless training opportunities throughout the year, and we always make time for team-building/fun.

MAJOR DUTIES AND RESPONSIBILITIES

- Prepare monthly consolidated financial statements;
- Conduct monthly reconciliation of general ledger accounts;
- Prepare all bank reconciliations for all corporations;
- Prepare and input journal entries FundEZ as needed and complete any related analysis;
- Gather and prepare financial information for quarterly HUD reports;
- Prepare rent increase analysis schedules and forms for all HUD properties as they come due;
- Assist the Grants Administrator with the grant invoicing process to include invoice preparation and review, by gathering all pertinent information and submitting final requests with great attention to detail;
- Maintain grants spreadsheets to ensure proper spend-down occurs to support organizational strategy;
- Review monthly exclusion screening process to ensure that it is properly conducted by third party to remain in compliance with funders;
- Prepare, examine, or analyze accounting records, monthly financial statements or other financial reports to ensure accuracy, completeness, and conformance to reporting and procedural standards.
- Prepare all year-end workpapers for the 811 properties for annual audits with the Public Accounting Firm. Assist with compiling and preparing the audit workpapers for Interfaith for the annual audit;
- Assist with preparation of workpapers, review and submission of year-end Form 990 tax returns;
- Prepare budgets and reports for various private and public grant applications as requested by the Chief Financial Officer;
- Prepare and distribute monthly budget reports to department managers;
- Perform all accounting functions for the 340B program including daily tracking of the invoices, journal entries and monthly reconciliation;
- Assist CFO with special projects and other accounting and reporting related work.
- Reconcile and analysis the investment account activity;
- Separate critical issues from inconsequential ones when problem-solving;
- Communicate effectively with staff throughout the Agency and other third-party stakeholders;

WORKING CONDITIONS

DOORWAYS' flexible schedule policy promotes a healthy work-life balance; assigned hours are at the discretion of the CFO. Official office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday. High-performing staff may arrange their schedule differently with approval from the CFO.

QUALIFICATIONS

EDUCATION, EXPERIENCE, AND ABILITIES

- A bachelor's degree in accounting or business is preferred. Equivalent work experience in accounting will also be accepted.

- Three years of accounting or business experience is preferred.
- Fundamental knowledge of GAAP required.
- Must have proficient knowledge of Microsoft Office software, especially Excel, Word and Outlook.
- Experience with accounting software FundEZ is a plus.
- Applicant must be detail-orientated, a problem solver, and analytical in their thought processes.
- Nonprofit or public accounting experience is preferred but not a requirement.

SPECIFIC REQUIREMENTS

- Must be able to read, write and speak the English language.
- Must be able to follow written and oral instructions.
- Must be able to multi-task in a fast paced, high-energy work environment.
- Must be able to work well as a team member and also be a self-starter who is able to work independently.
- Must have a positive attitude on a daily basis and work well under high pressure, short-term deadline situations.
- Excellent writing and language skills.
- Ability to maintain strict confidentiality.

PHYSICAL REQUIREMENTS

The Accountant will do a large part of his/her work at a computer and must be able to spend extended periods of time typing and reading at a computer.

This job description in no way states or implies that these are the only duties the Accountant will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

DOORWAYS provides equal employment and social service opportunity to all regardless of race, color, sex, national origin, ability, gender, gender identity, gender expression or sexual orientation.

If interested, please send cover letter, resume, and salary requirement to:
employment@doorwayshousing.org