



**JOB TITLE:** Accountant with Real-Estate Experience  
**SCOPE:** Full-Time/Exempt  
**SUPERVISION:** Reports to CFO

**ORGANIZATION SPOTLIGHT:**

DOORWAYS, a nationally-known interfaith non-profit, empowers clients to overcome poverty, HIV, and homelessness by providing numerous supportive services that improve Housing, Health and Hope. As a bi-state agency with broad impact, we assist nearly 3,500 clients annually. On the heels of opening our innovative 3-acre \$40M Jefferson Ave. Campus, we are poised to expand our programming to improve service provision, while taking the organization to new heights.

**WHAT WE ARE LOOKING FOR:**

The ideal Accountant will have experience in Real-Estate and work closely with the Chief Financial Officer to help us reach agency goals in an organization that has increased in complexity with numerous newly created entities and funding sources. The candidate must be organized, flexible, have great attention to detail, and be highly capable of meeting expectations. The successful candidate will pass a background check, drug test, and TB test.

**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. Benefits include highly competitive salary, health insurance, retirement savings and matching, mileage reimbursement, paid time off, and more!

**MAJOR DUTIES AND RESPONSIBILITIES**

- Oversee the accounts of Low Income Housing Tax Credit (LIHTC) and HUD Section 811 properties ensuring compliance with HUD financial management guidelines and regulations.
- Conduct monthly reconciliation of general ledger accounts, including bank accounts to ensure accuracy of financial statements;
- Prepare and input journal entries as needed and complete any related analysis;
- Gather and prepare financial information for monthly HUD reports;
- Assist in maintaining an orderly accounting filing system so information is easily accessible to department staff;
- Assist in the grant invoicing process, including gathering all pertinent information and submitting final requests with great attention to detail;
- Maintain ESG and MHTF grants spreadsheets, among others, to ensure proper spend-down occurs to support organizational strategy;
- Complete monthly security deposit , aging, and prepaid rent reports for each applicable program;



- Input monthly rents and work with residential staff to ensure residents are paying on-schedule;
- Ensure monthly exclusion screening is conducted by third-party to remain in compliance with funders;
- Coordinate the preparation of all year-end materials for annual audits and assist with the preparation and submission of year-end tax returns.
- Prepare budgets and reports for various private and public grant applications as requested by the Chief Financial Officer;
- Assist CFO with special projects, administrative tasks, and other accounting and reporting related work.
- Work regularly with CFO and HR Director to complete various personnel analyses throughout the year;
- 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, including some telecommuting days, 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 may also be accepted.
- Two 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 process.
- Nonprofit, real estate, or public accounting experience is preferred but not a requirement.

### **SPECIFIC REQUIREMENTS**

- Must be able to read, write and speak the English language well.
- 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.
- 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.

***ACKNOWLEDGMENT***

I have read the above job description and fully understand the requirements set forth therein. I hereby accept the position of Accountant and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

This job description is illustrative only and is not meant to encompass all possible duties that an employee may be called upon to perform or all conditions that an employee may encounter during the course and scope of the employee's employment.

I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will by the facility or myself and such termination can be made without notice.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

DOORWAYS provides equal employment and social service opportunities to all regardless of race, color, sex, national origin, ability, military service eligibility, veteran status, marital status, disability, gender, gender identity, gender expression, sexual orientation or any other category protected by law. We strongly encourage and seek applications from women, people of color, members of the LGBTQIA+ community, as well as individuals with prior contact with the criminal justice system. DOORWAYS complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities.