



Accountant Position Description

Objective: The Accountant will serve as a key member of the Finance Team during a period of significant growth for the agency. Housing for New Hope (HNH) is growing in three critical ways: 1) responding to the growing number of vulnerable neighbors in Durham with expanded services 2) improving our services in order to improve outcomes for our clients; and 3) growing staff capacity through expansion, new and improved resources, and intentional staff development. Growing our Finance Team is a key part of this effort to meet the future needs of the organization.

Reporting to the Director of Finance and Administration, the Accountant serves as the primary staff person for the agency's accounting and supporting financial reports. This individual will play a key role in Housing for New Hope's financial operations and will support the agency's efforts to connect our neighbors to housing and hope by maintaining financial accuracy and enhance processes to meet changing customer service needs.

Reports to: Director of Finance and Administration (DFA)

Status: Full-time, Exempt

Responsibilities:

- Ensure that all financial transactions are completed and recorded in a timely manner and according to generally accepted accounting principles.
- Prepare and record invoices for all contracts and grants including tracking usage of funds and allocation of expenses.
- Provide monthly reconciliation of all bank statements, depreciation, rental payments and key balance sheet schedules.
- Record and process payables, receivable and cash deposits for various programs and managed properties.
- Support the DFA by reviewing financial reports, analyze monthly schedules and record adjusting entries. Partner with the Finance team to resolve discrepancies as needed.
- Serve as Finance Team representative to various teams and staff, as assigned by DFA.
- Support effective team and agency operations by reviewing and/or recommending policies and procedures to ensure internal controls are in place and align with financial standards.

- Support the migration of financial document management structure to primarily paperless environment. This includes establishment and support of payment platforms to optimize electronic payment processes.

Education and Preferred Qualifications

- Bachelor's degree in accounting or related field preferred.
- Minimum three years' experience working within nonprofit accounting preferably in a similar role at a nonprofit organization.
- Thorough knowledge of accounting and the accounting processes, budgeting, financial statement analysis, accounts payable/receivable, and internal audit.
- Excellent written and verbal communication skills including ability to clearly present complicated financial information and reports in an understandable manner.
- Contract/grant management experience related to federal funding sources is a plus.
- Proficient in agency systems including but not limited to Sharepoint and other Microsoft Office 365 products. Financial Edge experience for accounting platform is preferred.
- Commitment to being a change agent is a must as HNH continues to update its financial structures and processes to utilize newly adopted technology platforms.
- Sense of drive and urgency with excellent time management and organizational skills with ability to carry out a variety of responsibilities with multiple priorities and deadlines.
- Demonstrated commitment to the values of diversity, inclusiveness, and empowerment. Ability to effectively partner with a wide variety of skill sets and personalities is a must.

Compensation: Salary commensurate with experience and qualifications. Benefits include health, dental, vision, PTO, holidays, and retirement plan.

Salary Range: \$50,000-\$55,000.

To apply: Submit one document that includes your cover letter and resume via email jobs@housingfornewhope.org to:

Tamaira Johnson
Manager of HR and Finance

Applications review will begin immediately and continue until the position is filled.

Academic, MVR and criminal checks will be conducted before a final offer is made.

Housing for New Hope is an equal opportunity employer and values diversity. All employment is decided based on qualifications, merit and business need.