



## **Staff Accountant**

### **Organization Overview:**

Beyond Housing is a community development organization that helps entire communities become better places to live. We engage where we're needed, focusing on building consensus among leaders, providing and preserving housing, fostering community structures that shape lives, and guiding systems that make people's lives better. We bring together leaders and resources, volunteers and citizens, and pursue a wide assortment of creative approaches to build stronger, healthier communities for life.

**Position Summary:** The Staff Accountant is an important member of the Beyond Housing accounting team. An ideal candidate would be an experienced self-starter with an adaptable skill set who has strong attention to detail. The candidate must be able to think critically and logically as well as multitask with time sensitivity to deadlines.

### **Essential Function/Responsibilities:**

- Assist Senior Accountant in establishing all accounting systems and necessary controls
- Reconcile and record daily operating results
- Maintain fixed asset records
- Prepare and maintain account analyses for various accounts
- Monitor and maintain various monthly accruals and reoccurring entries
- Prepare documentation and schedules for external reporting and annual year-end audit
- Assist Senior Accountant with the month-end and year-end closing process
- Perform other duties as assigned

### **Experience and Qualifications:**

- BS in Accounting required
- Minimum of 4 years progressive accounting experience preferred
- Strong working knowledge of and experience with Microsoft Excel and Word required
- Experience with Microsoft Dynamics GP financial software preferred
- Experience with not-for-profit financial accounting preferred
- Ability to :
  - Research, compile, analyze and interpret data
  - Develop alternative solutions and initiate proper accounting controls
  - Analyze and reconcile complex accounts
  - Work independently or with a team with minimum supervision
- Skill in :
  - Developing, coordinating and completing projects, budgets, financial reports accurately and timely
  - Communicating, orally and in writing, to a variety of audiences

### **Application Instructions**



**Please send resume and cover letter to [HR@beyondhousing.org](mailto:HR@beyondhousing.org).**

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of all responsibilities, duties, and skills required. Beyond Housing is an Equal Opportunity Employer.*