

JOB DESCRIPTION
BEYOND SHELTER, INC. (BSI)

JOB TITLE: Development Accountant

FLSA: Exempt

Wage Range: \$45,000-\$80,000

REPORTS TO: Chief Executive Officer

STATUS: Permanent Full-Time

SUPERVISION EXERCISED: None

MISSION OF BEYOND SHELTER, INC: Improving Lives and Creating Communities by Developing Housing for Those Most in Need.

JOB PURPOSE: Responsible for the development accounting functions of BSI and related subsidiaries.

ESSENTIAL FUNCTIONS:

A. Development: Work closely with Development Team and BSI's Partners to setup and provide construction accounting and cash management for development projects and consulting contracts. Tasks associated with this responsibility may include:

1. Tracking predevelopment expenses, construction budgets, and the ongoing operations of each Development
2. Work to identify and resolve deal structure issues
3. Assist in the preparation of Project operating pro formas
4. Take the lead for Development cost certifications and review each report in detail
5. Collaborate and assist on all property accounting and financial reporting
6. Coordinate the annual property audits and returns including the full review of all audits and tax returns
7. Manage property tax payments and compliance
8. Prepare and maintain loan amortization schedules
9. Reviews the monthly accounting records of BSI's portfolio properties and work with the Asset/Property Manager(s) to resolve potential bookkeeping, accounting, and cash management issues
10. Prepare surplus cash projections and distributions
11. Transition development accounting to property operational accounting and into asset management

B. Operations: Provide expertise to community partners in ongoing financial operations of properties. Tasks associated with this responsibility may include:

1. Review monthly accounting records of BSI's portfolio properties for accuracy and compliance
2. Assist community partners with cash management issues and solutions
3. Manage property tax payments and compliance
4. Collaborate and assist on all property accounting and financial reporting
5. Coordinate the annual property audits, payments, and returns including the full review of all audits and tax returns

6. Work with the Asset/Property Manager(s) to resolve potential bookkeeping, accounting, and cash management issues
 7. Prepare surplus cash projections and distributions
- C. Accounting: Support the development and maintenance of financial plans, policies, and reporting requirements for BSI and related subsidiaries. Tasks associated with this responsibility may include:
1. In accordance with generally accepted accounting principles (GAAP), develop and maintain accounting principles, practices, policies and procedures to ensure the production of accurate and timely financial statements and periodic financial reports
 2. In consultation with the CEO, prepare annual budgets and financial forecasting models
 3. Support cash management and cash flow projections
 4. Support payroll operations as needed
 5. Preparation of general ledger, monthly and yearend financial statements, and financial reporting
 6. Conduct accurate and timely monthly, quarterly, and year end close
 7. Coordinate to ensure a timely annual yearend audit and IRS Form 990 reporting process including the full review of the audit and IRS Form 990
 8. Using financial performance measurements, examine, analyze, and interpret accounting records, financial statements and financial reports
 9. Make recommendations regarding investment decisions
 10. Support the accounting operations of subsidiary corporations
 11. Support and manage outsourced accounting functions
 12. Collaborate and assist with the Emphasys software system
- D. BSI Team Accountabilities: Support the team and the mission of Beyond Shelter, Inc. Expectations in support of this include:
1. Taking a leadership role in the affordable housing community to identify opportunities and overcome challenges in fulfilling our mission
 2. Communicating in a timely and respectful manner with all BSI team members and community partners
 3. Seeking out opportunities for professional development and community networking through continuing education and attendance at professional conferences
 4. Maintaining and safeguarding appropriate confidentiality and accuracy of all financial transactions among the varied community partners contracting with BSI.
 5. Establishing and protecting the integrity and reputation of BSI in the affordable housing community
 6. Follow all BSI procedures and policies as outlined in the BSI Handbook

MINIMUM REQUIREMENTS:

Education: Bachelor's degree in accounting or business administration and finance with an emphasis in accounting, CPA designation preferred

Experience: Three years of progressively responsible administrative experience in accounting, finance, planning, budgeting, or operations of real estate development projects, preferably within a housing development entity

Valid driving license and proof of automobile insurance coverage
Must pass criminal background investigation and driving record review

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to perform a variety of work requiring independent judgment.
- Ability to manage multiple projects at varying stages of development.
- Ability to multi-task, work under pressure and meet deadlines.
- Ability to contribute effectively within a team-based working environment with co-workers, development partners, other agencies and the public.
- Knowledgeable about economic and accounting best practices.
- Ability to develop, understand and analyze complex financial records and reports.
- Ability to clearly communicate with BSI team, development partners, other agencies, and the Board of Directors.
- Working knowledge of current office methods and procedures including appropriate computer hardware and software.

Equipment operated: Laptop/Tablet and personal computer, calculator, copier

PHYSICAL/ENVIRONMENTAL REQUIREMENTS:

Communicating clearly, seeing/observing, hearing/listening, thinking, concentrating, reading, fingering, handling, feeling. Typically sedentary work exerting up to 10 pounds of force occasionally. Work is primarily in climate controlled area with office equipment level of noise. Position requires occasional visits to construction sites or community gatherings. Periodic weekend or evening work is expected. Some travel may be required.

Date Accepted: _____

Approved by: _____

Revised by: Jane L. Pettinger, *Improving Human Resources*