



## Resources for Community Development Job Announcement

Position:	Accounting Manager
Department:	Accounting
Location:	Berkeley, CA
Status:	Regular, Full-time, Exempt
Salary:	DOE, plus excellent benefits
Job posting date:	August 2019

### **Who We Are**

Resources for Community Development (RCD) is a leading regional nonprofit developer and owner of affordable housing. RCD's mission is to create and preserve affordable housing for people with the fewest options, to build community, and enrich lives. RCD fosters strong, inclusive neighborhoods through strategies that address the health, economic development, education, and housing needs of residents across the community.

Since RCD was established in 1984, we have developed or preserved over 65 communities that provide affordable, high-quality, and service-enriched affordable rental housing to over 2,400 low-income households throughout the Bay Area. Through a robust pipeline, RCD is actively growing, with close to 1,000 new units of affordable housing in development or under construction. RCD strives for excellence and we are seeking an outstanding candidate to join our team.

### **The Role**

The Accounting Manager (AM), under the direct supervision of RCD's Controller, will be responsible for a range of accounting and management activities related to RCD's portfolio and production of affordable multifamily housing, and RCD's corporate operations. The candidate will join a growing team with a strong track record, industry position, and trajectory. In this position, you will work closely with a variety of internal and external partners and stakeholders, including accounting colleagues, lenders, investors, auditors, property management professionals, as well as key members of RCD's senior leadership team.

Successful candidates will be demonstrated accounting professionals looking to make that 'next step' in their career by moving into a role that straddles accounting and managerial responsibilities. You'll enjoy building organizational systems that can scale, and developing and investing in staff and team capacity while staying grounded in the practice and discipline of accounting. Successful candidates will also have a strong desire to do social good, and to be a part of making social change. As a "houser," you'll assign great personal and professional value in playing your part to address the San Francisco Bay Area's housing affordability crisis, especially for those with the fewest options. Join us!

## **Responsibilities**

### **General Accounting**

Under the direction of the Controller, directly lead and/or manage the following general accounting responsibilities:

- Oversee third-party audits of RCD's portfolio of stabilized properties, including:
  - Review financials, troubleshoot issues and provide adjusting entries to contracted property management accountants, prepare audit schedules, and resolve auditor questions
- Prepare interim and unaudited financial statements for RCD corporate, real estate development entities in construction, and other RCD-controlled corporations and pass-through entities.
- Prepare RCD's monthly cash flow statement

### **Management & Administration**

Support the overall management and administration of RCD's accounting team, including:

- Directly manage and supervise the work and performance of the Assistant Accountant and contracted staff, whose primary responsibilities pertain to accounts payable, bank reconciliations and other general bookkeeping tasks
- Support technology projects, including the migration and continued development of RCD's financial accounting systems
- Manage administration and technology as relates to RCD's banking relationships
- Oversee and coordinate the preparation and timely filing of tax returns for all RCD-controlled entities
- Oversee and coordinate billing and collections related to RCD's insurance program

### **Development Accounting**

In coordination with the Development Accountant, facilitate development accounting needs relative to RCD's portfolio of predevelopment and construction activity, including:

- With input from Development Accountant, generate and manage master real estate development budgets, including mapping to construction lender templates
- Support Development Accountant on budget modifications
- Review documentation and approvals
- Prepare funding draws and coordinate with funding agencies to resolve documentation and collection issues
- General ledger reconciliation

### **Grant Coordination & Management**

Lead on the accounting, invoicing and general compliance obligations for corporate and foundation grants to RCD, including:

- Grant invoice processing and reconciliation
- Grantor and vendor issue resolution
- Oversee compliance audits

### **Qualifications & Skill Set**

Qualified applicants should have at least five years of progressive experience in accounting and/or finance. The position requires a strong knowledge of accounting and finance as generally relates to real estate, with a specific focus on affordable multifamily development and ownership which may be gained on the job. Ideal candidates will possess a 'can-do' attitude, with an ability to alternately take the big picture portfolio view, while rolling up their sleeves when appropriate.

- Team player with a 'can-do' attitude and an outlook that problems are to be solved

- Strong interpersonal and management skills and an ability to effectively supervise high capacity and highly qualified direct and indirect reports
- Strong organizational skills and an ability to juggle, prioritize and delegate multiple responsibilities in a fun yet fast-paced environment
- Clear and effective verbal and written communication
- Strong Excel ability, including facility with lookup functions
- Familiarity with affordable housing financing programs preferred but not required
- Robust experience with financial account systems desired, including Sage Intacct, Sage 300, MRI and RealPage. Direct experience with Sage Intacct a plus
- Bachelor's degree or greater required
- Industry training certifications, licenses and accreditations a plus (CPA, CFA, CMA, CIA, etc.)

### **Work Environment**

Majority of time spent in a professional office environment.

### **Travel Requirements**

The responsibilities of this position will require occasional travel to off-site locations around the San Francisco Bay Area.

### **Physical Requirements**

While performing the duties of the job, the employee is regularly required to sit, speak and hear. Requires frequent use of a keyboard, computer monitor and phone. Must be able to communicate clearly, both verbally and in writing. Must be able to lift up to twenty (20) pounds occasionally. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

### **Application Procedure & Compensation**

Applicants should send a cover letter, resume AND salary requirements to [careers-acct@rcdhousing.org](mailto:careers-acct@rcdhousing.org). Please reference "**Accounting Manager**" in the subject line. Applicants with suitable experience and/or skills will be contacted for interviews. People of historically marginalized groups are strongly encouraged to apply.

Compensation is negotiable depending on experience and qualifications. RCD offers competitive benefits including: paid vacation and sick leave; health, dental, vision, life and long-term disability insurance; pre-tax flexible spending and commuter plans; and employer contributions to a retirement savings plan.

**RESOURCES FOR COMMUNITY DEVELOPMENT IS AN EQUAL OPPORTUNITY EMPLOYER**