

Property Accounting Manager

Department: Accounting - Property Accounting

Office: Foster City Office

Location: Foster City, CA

WHY MIDPEN

At MidPen, we build communities that change lives. Since 1970, we have been committed to our mission: to provide safe, affordable housing of high quality to those in need; establish stability and opportunity in the lives of residents; and foster diverse communities that allow people from all ethnic, social, and economic backgrounds to live in dignity, harmony, and mutual respect.

We develop affordable housing, provide professional property management for all our communities, and coordinate robust onsite support programs that help residents thrive. We are active in 12 Northern California counties and have earned recognition as one of the nation's leading non-profit developers and stewards of affordable housing. Our current portfolio of more than 130 properties is home to 20,000 working families, seniors, and people with special needs. We take pride in delivering affordable housing solutions, and we invite you to join us on a journey toward social, economic, and racial equity.

BENEFITS AND COMPENSATION

In 2023, MidPen was again certified as an official Great Place to Work®, and for good reason! In addition, we offer a best-in-class benefit package that includes healthcare options (Kaiser or Sutter), dental, vision, life & disability insurance. We also offer a wide range of voluntary benefits; 403(b) retirement investment opportunity and annual financial literacy and retirement planning options, FSA for childcare, medical and commuter benefit options, Employee Assistance program and pet insurance for our furry, feathered, and scaled friends. In addition to 14 paid company holidays, which include a paid winter holiday break between Christmas and the New Year, we offer 4 paid wellness days for employees to disconnect and recharge. As a learning organization, we encourage professional development and career advancement, and we offer up to \$3,000 annually (\$12,000 lifetime maximum) for education assistance with tuition reimbursement and/or loan debt relief that includes qualified family members. And, as a family-friendly company, we offer a paid time off parental leave benefit of 12 weeks in a 12-month period for new or expecting parents. Check out our benefits snapshot on our careers page.

PAY RANGE

\$140,000 - \$150,000 Annual Salary - Pay based on applicable experience and qualifications

POSITION OVERVIEW

As a key member of the Property Accounting Department, the Accounting Manager - Property manages a group of professional accountants, ensuring the department meets all reporting objectives which drive business decisions and assist in the development and implementation of financial and operational performance metrics. The Accounting Manager - Property oversees the financial close process for all entities including review and reconciliation of property intercompany eliminations and reporting financial results to management. The Property Accounting team consists of a group of strong individual contributors of 5. This role will come

onboard to manage a team of 2 seasoned team members as a start with a potential to take on more.

The Accounting Manager - Property works closely with the external auditors and Accounting Leadership to ensure thorough and accurate audits. The Accounting Manager - Property will be expected to lead in identification of areas of improvement of existing and/or implementation of new reporting systems to better provide the management team with operational and accounting information necessary to proactively manage a growing business. This role will also serve as the primary liaison between our internal accounting team and external (outsourced) accounting partners.

The Accounting Manager - Property will assist in the recruitment and development of talented employees while managing multiple projects and responsibilities. A strong emphasis is also placed on communication skills, both verbal and written. Accounting Manager - Property will work closely with a variety of team members in Accounting and Finance, Property Management, Asset Management,

Resident Services, Development as well as the executive team at MidPen. Success in the role will be measured by the ability to effectively communicate and positively influence and interact at all levels of the organization.

This is a hybrid position, based on current MidPen policy of working Tuesdays and Thursdays in the Foster City office. Monday, Wednesday and Friday, option to work from home or the office. When working from home, requires a reliable internet connection.

ESSENTIAL DUTIES

Close and Audit Process

- Plan, direct, and coordinate with internal and outsourcing staff to meet internal and external deadlines and produce high quality monthly financials for timely and accurate reporting
- Manage the day-to-day operations of the property accounting function, ensuring accurate and timely financial reporting for assigned properties
- Responsible for reviewing work of staff including, but not limited to monthly account reconciliations, tax returns, and financial statements
- Concisely present financial information and appropriately research and answer accounting questions to management and committee members, as requested. Review audit schedules and work papers prepared by staff accountant
- Review or prepare footnotes to the financial statements
- Assist with the review of the audit reports to ensure audit adjustments are recorded properly and analysis/documentation is completed
- Act as the main point of contact for our outsourced accounting team, providing guidance and oversight to ensure compliance with company policies and accounting standards

Supervision

- Manage and assist with the coaching of a high-performing professional accounting team
- Actively participate in any departmental training and education programs. Identify areas where training is needed and assist in developing the appropriate training materials

Other Duties

- Coordinate closely with the property management team to gather financial data and ensure alignment with operational objectives

- Collaborate with internal stakeholders to develop and implement process improvements to enhance efficiency and accuracy in property accounting operations
- Demonstrated ability to research and document accounting issues, including preparation of technical accounting memos
- Lead system implementation or accounting standard implementation projects under the direction and guidance and in partnership with Assistant Controller-Property or other cross functional teams
- Develop, lead, and implement recommendations for effective and efficient business processes. Assist and lead efforts in the maintenance of the MidPen Accounting Policies and Procedures Manual for Property Accounting processes and ensure proper segregation of duties
- Participate and/or lead in cross-functional/cross-departmental projects and/or special projects as opportunities arise
- Ensure compliance with local, state, and federal regulations related to property accounting and reporting
- Performs other duties as requested

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the education, knowledge, skill, and/or ability required.

Education and Experience

- BS/BA degree in Accounting, Finance, or related field, or equivalent combination of education and work experience
- Minimum 7 years' experience in accounting with a mixture of public accounting and industry accounting
- Minimum 2 years' experience leading teams in a fast-paced, results oriented environment
- Experience in managing accounting processes and procedures
- Experience in identifying and implementing process improvements both within Property Accounting and other areas
- Experience in partnership accounting and affordable housing or real estate is a plus

Knowledge, Skills, and Abilities

- Excellent written and verbal communication skills with sharp business acumen and critical thinking skills
- Ability to address and communicate complex technical accounting questions and application of US GAAP and internal controls with minimal supervision
- Unquestionable integrity and discretion
- Ability to motivate and hold a team accountable
- Ability to prioritize between personal and team goals
- Ability to exercise good judgement when determining work needs and assignments
- Confident, self-starter with strong ability to work both independently and collaboratively with other departments
- High degree of accuracy, accountability and consistency in producing quality work
- Familiarity with property management software (e.g., Yardi, RealPage, MRI)
- Must possess a valid California Driver's License, proof of current auto insurance, and reliable transportation
- Commitment to the Mission and Values of MidPen Services and MidPen Housing

Physical Requirements

- Constantly perform desk-based computer tasks, frequently sitting
- Occasionally stand/walk, reach/work above shoulders, grasp lightly/fine manipulation, grasp forcefully, use a telephone, sort/file paperwork or parts, lift/carry/push/pull objects that weigh up to 15 pounds
- Rarely twist/bend/stoop/squat, kneel/crawl

Working Conditions

- This is a hybrid position, based on current MidPen policy of working Tuesdays and Thursdays in the Foster City office. Monday, Wednesday and Friday, option to work from home or the office. When working from home, requires a reliable internet connection

This description reflects management's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned.

EQUAL OPPORTUNITY EMPLOYER

MidPen Housing Corp. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Consistent with its obligations under the law, MidPen Housing Corp. will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of his or her job. MidPen believes that diversity and inclusion among our teammates is critical to our success, and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool.

To apply, visit <https://apptrkr.com/5449592>

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