



Explore a career at EAH Housing.

Start or continue a career in real estate development and management with EAH Housing. We are looking for talented and skilled professionals as we expand our property portfolio throughout California and Hawai`i. As a mission-based nonprofit organization and industry leader for more than 50 years, we live up to our values, and work to create opportunities to empower people to live better lives. Join us and make a difference today.

What we offer.

We offer a comprehensive benefits package that includes medical, dental, vision, disability and life insurance, as well as a 403(b) retirement plan with a 5% match. We also offer generous vacation accrual, holiday schedule, and work schedule flexibility.

We believe in work / life balance.

15 days of vacation per year (which increases based on years of service)
10 paid sick days per year
13 paid holidays

We take care of our employees.

Competitive Salaries
403b Retirement Plan with 5% company match
EAH Wellness Program
Comprehensive Employee Medical Insurance
Affordable Dental & Vision Insurance
Flexible Spending Account
EAP – Mental Health, Financial and Legal Services
\$1,500 Employee Referral Program
EAH Academy, an in-house training program

This position is for a full-time Accounting Clerk to work at EAH Corporate in San Rafael, CA. This position will be working with the Real Estate Development department. Qualified Candidates will have 1+ years of accounting experience and knowledge in Microsoft Office and accounting software. Knowledge of Yardi Voyager a plus. Must have typing experience. Salary range: \$24.00 - \$36.00 per hour; hiring range for new employees is generally \$24.00 - \$30.00 per hour, DOE. Please note an offer will take into consideration the experience of the final candidate and the current salary level of individuals working at EAH in a similar role.

COMPANY OVERVIEW

Established in 1968, EAH Housing is one of the largest and most respected nonprofit housing development and management organizations in the western United States. EAH develops low-income multifamily housing, manages more than 222 properties throughout in California and Hawai'i, and plays a leadership role in local, regional, and national housing advocacy efforts.

EAH Housing puts its core values into action every day as our staff of 700 people serves 25,000 residents in 87 municipalities. We offer competitive wages, comprehensive benefits, professional development, and invest in our employees through extensive training programs. Please visit our www.eahhousing.org to learn more about us, our culture, and how we strive to maintain excellence in everything we do.

For immediate consideration, please apply to requisition ACCOU003869 on our website at www.eahhousing.org/careers

POSITION OVERVIEW

Under general supervision, performs routine accounting support duties in the areas of accounts payable and accounts receivable.

RESPONSIBILITIES

- Processes invoices for payment, prints and mails accounts payable disbursement checks for properties assigned.
- Maintains accounts payable files and records, including filing as needed for properties assigned.
- Responds to vendors, auditors, and employee inquiries regarding invoices, expenses check requests.
- Prints, distributes Accounts Payable reports (monthly and as needed basis) and closes system accounts receivable and payable modules on a month-end basis for properties assigned.
- Assumes responsibility for effectively researching, tracking, and resolving accounts payable issues and discrepancies for assigned properties.
- Tracks all replacement reserve expenses for property manager release requests.
- Monitors cash deposit/incoming wire receipts and update cash balances on a daily basis.
- Prepares, verifies, produces and mail year-end 1099 forms for properties assigned.
- Assists with related special projects as needed.
- Actively participates in EAH's safety program.
- Actively participates in required training.
- Regular and predictable attendance.

QUALIFICATIONS

High school diploma or equivalent. 1 year of accounting experience. Knowledge of accounting software and Microsoft Office applications. Typing/Keyboarding experience

CRIMINAL BACKGROUND CHECK REQUIREMENTS

EAH Housing conducts criminal background checks on all candidates who have received a conditional job offer. Once you have received such an offer, you will be required to submit and pass our criminal background requirements. EAH also verifies education and employment history. Any verified discrepancy (resume or online application) may delay your background check results and/or affect your eligibility to work at EAH. Please be advised that certain roles may also require fingerprinting due to legal requirements. If onsite housing is a requirement of the position, any household members over 18 years of age who will be living onsite with the candidate must also undergo a criminal background check and tenant screening. Satisfactory completion of background check and fingerprinting requirements is a requirement of employment with EAH.

DRUG TESTING

EAH Housing requires all candidates who have received a conditional job offer to submit to drug testing within 72 hours from acceptance of our job offer. EAH Housing does not test for marijuana/cannabis. Satisfactory completion of drug testing is a requirement of employment with EAH.

EAH Housing is an AA/EEO/Veterans/Disabled Employer. CA BRE #00853495 | HI RB-16985

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