

## HOMESFUND JOB POSTING

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<b>JOB TITLE:</b>	<b>Senior Accountant</b>	<b>Hiring Range: \$35-40/hr</b>
<b>POSITION TYPE:</b>	<b>Approximately 30 hours/week</b>	<b>FLSA STATUS: N</b>
<b>REPORTS TO:</b>	<b>Executive Director</b>	<b>DATE: 2022</b>
<b>BENEFITS:</b>	<b>Employees working 30+ hours per week are eligible for benefits</b>	

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### **POSITION SUMMARY:**

This position is responsible for bookkeeping and accounting function of HomesFund. Primary duties include bookkeeping, grant accounting, monthly reporting, preparation of budgets, tracking loans receivable and amortizing payments, and providing financial analysis. Additional duties include grant management and reporting.

The ideal candidate will have a strong background in accounting, and experience working with governmental entities, non-profits, and lending institutions. The ideal candidate will be highly detail orientated, have strong organizational skills, be proficient in Excel and QuickBooks, and be a pro-active team member. HomesFund is an Equal Opportunity Employer.

This is a part-time position and it is estimated that this position will require 15-25 hours per week of work.

### **THE ORGANIZATION:**

Since 2008, HomesFund has been helping people achieve their homeownership goals. Our team does this by prioritizing our customers' needs and placing their long-term financial stability and well-being at the forefront. HomesFund believes that a community that has healthy and happy homeowners is a vibrant and thriving community.

The mission of HomesFund is to build diverse and resilient communities by supporting the development of affordable housing programs and empowering residents with the financial resources and educational tools to achieve homeownership in Southwest Colorado.

HomesFund is a 501(c)3 nonprofit, a certified Community Development Financial Institution, and a HUD approved housing counseling agency. HomesFund receives funding to administer a variety of homeownership programs on behalf of the local jurisdictions including the Fair Share Program for the City of Durango and the Durango Mountain Resort program for La Plata County.

### **SCOPE OF WORK:**

The Senior Accountant will perform the following functions for HomesFund:

#### Bookkeeping

- Review and verify coding on all invoices, deposits, wire transfers and, other transactions for accuracy.
- Post all cash receipt and disbursement transactions into QuickBooks.

- Prepare checks on a weekly basis.
- Coordinate with payroll contractor, bi-weekly payroll transactions, and post journal entries. Post all payments for healthcare and retirement accounts.
- Maintain Chart of Accounts.
- On a monthly basis, reconcile the corporate books with bank account statements.
- Reconcile credit card accounts on a monthly basis, classify all expenses, and process the payment in compliance with due date.
- Prepare and file sales tax returns.
- Escrow analysis and payment of property taxes and insurance for first mortgage liens.

#### Grant Accounting

- Assign each grant a Class within the accounting system and record all transactions (revenues and expenditures) to that Class to correctly track grant activity.
- Maintain a balance to spend report for all grants.
- Ensure that all grant accounting and expense requirements are complied with and all required reports are filed timely.
- Prepare draw requests and financial reports needed for funding sources.
- Prepare and maintain a cost allocation schedule of expense between programs and grant sources.

#### Loan Receivable Accounting

- Record all loan receivables by loan number, including the loan source and Class.
- Referring to the amortization schedule from Portfol, correctly record interest income and principal payments for each monthly payment on an amortizing loan in QuickBooks.

#### Accounting Standards

- Prepare financial reports in accordance with the following accounting standards:
  - Generally accepted auditing standards;
  - The provisions of OMB Circular A-133: Audits of State, Local Governments, and Non-Profit Organizations; and,
  - OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments.

#### Monthly Reporting and Forecasting

- Prepare monthly financial reports such as income statements, balance sheet, YTD budget analysis, detailing all operating revenues, expenditures, and other fund balance transactions.
- Provide financial advice regarding investments, financial projections and goals, financial policies and procedures, and annual budget preparation and review.
- Develop financial tracking systems as needed.

#### Budgeting

- Prepare annual budget and re-forecasted budgets.

#### Other Financial Duties

- Assist the external auditor by preparing schedules and any other duties deemed necessary
- Review draft tax return as prepared by auditor
- With the support of the office manager, annually update the asset list
- Annually prepare an allowance for loan losses, based on current market status
- Attend HomesFund Board and Finance Committee meetings on an as-needed basis

#### **EXPERIENCE, KNOWLEDGE, AND SKILLS REQUIRED/DESIRED:**

##### Required

- Education - BA in Business Administration, Accounting, or other related field is required.
- At least 5-years of experience carrying out the job functions described above.
- Experience providing accounting services to non-profit entities including grant accounting and reporting, cost allocation among programs, and federal accounting standards for non-profits.
- Proficiency with QuickBooks, Excel, and Word.
- Strong organizational skills.
- Demonstrated ability to be highly detailed orientated.
- Ability to write clear and concise memos.
- Ability to meet required deadlines.

##### Desired

- CPA certification.
- Experience providing accounting services to a lending entity (i.e. recording amortizing loans).

#### **TO APPLY**

To apply please send a cover letter and resume to [lisa@homesfund.org](mailto:lisa@homesfund.org).