

Linc Housing Position Description

POSITION TITLE: Corporate Senior Accountant

FLSA STATUS: Exempt

EFFECTIVE DATE: January 2024

POSITION SUMMARY

Under the general direction and supervision of the Corporate Controller, the Corporate Senior Accountant will analyze, review financial positions, assist in year-end audit, tax preparation, and provide recommendations to senior management to achieve strategic goals.

ESSENTIAL FUNCTIONS

- Monthly review of Corporate Financial Statements.
- Oversee the month end closing of the corporate books.
- LINC/Partnerships intercompany reconciliation on a monthly/quarterly basis.
- Establish LINC Accounting process and standards.
- Create and maintain monthly, quarterly, and annual Audit/Tax Rollforward schedules for all entities (e.g. Related party Fees, Advances, Investments, etc.)
- Reconcile monthly, quarterly, and annually the Related party transactions (i.e. Advances to related parties and fees)
- Prepare monthly, quarterly, and year-end adjustments in compliance with GAAP requirements.
- Collaborate internally and externally with any matters affecting corporate book.
- Review for accuracy Annual Debt Confirmation prepared by Staff Accountant.
- Oversee and facilitate Corporate Audit and Tax.
- Review and posts Journal Entries created by Staff Accountants.
- Assist in training Staff Accountants
- Collaborate with Development and Real Estate Team for new policy and process improvements.
- Assist in the set-up and maintenance of the LINC Consolidation
- Perform ad hoc reporting and analysis as required.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- GAAP accounting
- Real Estate accounting practices and standards.
- Nonprofit and Affordable Housing practices and standards.
- Accepted methodologies for budgeting and cash forecasting.
- Auditing procedures and practices

Skill Level:

- Superior writing and communication skills
- Strong analytical skills, financial management, audit, and general accounting.
- Proficient in the use of personal computers and related software applications for accounting management, e.g., QuickBooks, Excel, Access, Yardi Voyager, MRI
- Excellent interpersonal skills for establishing and maintaining effective working relationships with employees, other department heads, investors, and other business stakeholders.

Ability to:

- Analyze Financials statements.
- Collaborate and communicate with internal and external parties affecting LINC's portfolios.
- Set and manage multiple priorities in the growing environment.
- Correlate multiple books in analyzing specific transactions.
- Manage multiple accounting books.

EDUCATION & EXPERIENCE

A combination of education and related experience may substitute for education requirements.

- BA in Accounting or Finance is required; MBA preferred.
- CPA, preferred.
- 3+ years' experience in Real Estate accounting (Affordable Housing preferred but not required) **and**
- Experience in General Accounting, Audit, or a combination of both is required.

PHSICAL DEMANDS/WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office environment under pressure and requires the ability to adjust quickly to changing priorities and demands.
- While performing the duties of this job, the employee is frequently required to sit and use a keyboard.
- Travel by various modes of private and commercial transportation within the region may be required.

The statements contained in this position description reflect general details as necessary to describe the primary functions of this position, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

Acknowledgment of Review and Receipt:

Signature

Date