



Class Title: Development Staff Accountant
Position Status: Full Time
FLSA Status: Exempt
Effective Date: February 2023

Preferred Hiring Rate \$64,480 Annually
Full Range \$64,480 to \$71,568
Hiring rates are determined by skills, knowledge, experience, and internal equity.

General Nature & Scope of Work

The Development Staff Accountant reports directly to the Development Accountant Manager. Responsible for all Accounts Payables and Bank reconciliations. This position works closely with the Housing Development department to ensure invoices are coded properly, projects remain within budget, and assist with preparing draw packages.

Illustrative Examples of Work/Essential Functions

- Prepare weekly check run and disbursement of draws
- Initiate electronic payments with various banks
- Bank reconciliation for various projects
- Assist with compiling, reviewing all draw packages for completeness, monitors submission of draw packages to lenders
- Provide feedback to Project Managers on development project financial status
- Prepares job cost reports utilizing Yardi
- Works with Accounting to develop policies and procedures for development accounting
- Assists with Year-end audits/compilations, cost certifications as needed
- Performs additional duties as assigned

Skills & Abilities

- Preparation of draw packages
- Setting priorities in a fast-paced environment
- Experience with Accounts Payable
- Strong analytical skills and attention to detail
- Proficient in the use of personal computers and related software applications
- Development and job cost practices. and contract management in Yardi a plus
- Affordable Housing experience a plus

Education & Experience

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

- Bachelors in Finance or Accounting preferred, or prior work experience in related field
- At least 2 years' experience in fast paced, related position. Accounts Payable preferred.

Physical 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 quickly adjust to changing priorities and demands
- While performing the duties of this job, the employee is frequently required to sit and use a keyboard

The statements contained in this position description reflect general details as necessary to describe the principle 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.