



## Job Description

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**Job Title:** Development Staff Accountant  
**Department:** Finance Department  
**Reports to:** Finance Manager  
**FLSA Classification:** Non-exempt  
**Supervises:** N/A  
**Created / Updated:** February 2023

### POSITION OVERVIEW

The Development Staff Accountant will be responsible for coordinating and performing the Single and Multifamily Accounting related functions of the organization. The Development Staff Accountant will ensure timely processing of accounts payable, cash receipts, financial reports and special reporting requirements associated with the Single and Multifamily developments during construction and operating activities. This position will also assist the Asset Management team working in collaboration with members of that team on various projects.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

#### **Single Family Development:**

- Responsible for the review and approval of cash receipts for the families participating in the Mutual Self-Help Program (MSHP) during construction and recording of accounts receivable.
- Responsible for the review and approval of the accounts payable process. These duties include review and approval of accounts payable invoices for each MSHP group, review of accounts payable aging report, preparation of reconciliation of Single-Family internal loans with CVHC's single family receivable balance.
- Responsible for the review of the MSHP Construction Draw Process. These duties will include monitoring MSH groups construction cash needs, reviewing or preparation of construction draws as needed, ensuring adequate cash flows for the payment of construction related costs.
- Assist the Finance Manager with the annual construction liability insurance audit.

#### **Multifamily Development:**

- Responsible for the general accounting functions of the Multifamily developments during the construction period. These duties include recording initial predevelopment costs in the general ledger of the multifamily development once funding is approved, monthly, and annual year end closing process, preparation of escrow summary reports, preparation of monthly financial reports, preparation of special reports as required by lender, and investor.
- Responsible for the review and approval of recording cash receipts for the multifamily developments during the construction period. Including monitoring

- cash construction needs of the multifamily development during construction.
- Responsible for the review and approval of the accounts payable process. These duties include preparation, review, and approval of accounts payable invoices for each multifamily development, review of accounts payable aging report, preparation of reconciliation of multifamily development's internal loans with agency's multifamily receivable balance for projects in the pre-construction and constructions stages.
- Responsible for the Multifamily bank accounts process; duties include requesting the opening of construction checking bank accounts for each multifamily development during construction, requesting closing of bank accounts once the construction period is over.
- Assist the Finance Manager in preparation of quarterly and annual financial statements for the multifamily developments owned by the agency.
- Assist the Asset Management team with the preparation of monthly cash reports for the multifamily developments in operations, quarterly, annual operating budget, and year-end financial reports.
- Assist the Finance Manager in the coordination of the preparation of the Cost Certification Audit for the multifamily developments.

#### **Finance Operations:**

- Annual Budget Entry. These duties include entering the annual budget by month to the various cost centers in our MIP Abila accounting system.
- LTO Reconciliation monthly Journal Entry. These duties include recording monthly income and expenses from reports received for our Lease to Own homes from Hyder & Company, managing company.
- Land Development Budgets Monthly Journal Entry. These duties include recording of overhead and supervision and land development expenses during the month for the predevelopment projects.
- Responsible for the Bank Reconciliation preparation for the agency. Duties include the preparations of all bank reconciliations for the agency monthly.
- Any other duties as assigned.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Education and/or Experience**

- A combination of BA degree in accounting, finance; and/or three to five years' experience related to multifamily affordable housing finance and single construction accounting, or a MA degree and two years' experience related to multifamily affordable housing finance and single-family construction accounting.

#### **Required Technical Skills**

- Working knowledge of computers, and most commonly used business software to include, Microsoft Word, Excel, Outlook, PowerPoint and accounting software.

#### **Required Licenses/Certifications**

- Valid California Driver's license, proof of insurance, and reliable vehicle

#### **Other Skills and Abilities**

- Ability to analyze financial statements, which includes balance sheets, income statements, budgets to actuals and cash flows and to assist in the preparation of limited partnership tax returns.
- Proven ability to interact with low-income families participating in the Mutual Self-Help Program.
- Strong verbal communication skills, evidence or clear writing ability, and ability to understand partnership agreements and contracts.
- Ability to use accounting software program, word processing programs and produce development spreadsheets.
- Strong knowledge in Excel, Word, PowerPoint presentations is preferred.
- Ability to understand and prepare development spreadsheets.
- Ability to train and supervise staff assisting in the development accounting area.
- An understanding of housing and community development needs of low-income people.

#### **PHYSICAL DEMANDS**

The physical demands described on the attached "Physical Demands of Position" chart 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. See attached "*Physical Demands of the Position*".

#### **CONFIDENTIAL INFORMATION**

This position may have access to confidential information (staff wage information).

#### **COMPANY FUNDS**

This position does have access to company funds (vendor and loan payments).

#### **SAFETY**

Incumbent is required to comply with established safety work practices and attend all safety-related training provide or made available by the Coachella Valley Housing Coalition.

***Equal Opportunity Employer***

Development Staff Accountant	Pay Rate	Non-Exempt Status
Step 14	\$23.2150 / hour	
Step 20	\$31.1103 / hour	

**ACKNOWLEDGEMENT**

I have been given a copy of this position description. I understand that I may be asked to perform job tasks and duties not listed in the description and that my supervisor may change the description at any time, according to Company needs.

<i>Signed - Employee</i>	<i>Date:</i>
<i>Signed – Supervisor</i>	<i>Date:</i>

cc: Supervisor, Personnel File

Approvals: Dept Dir [*JA*] HR [*RS*] Ex. Dir [*RGB*] REV. February 2023

## PHYSICAL DEMANDS OF POSITION

Job Title: Development Staff Accountant Date: \_\_\_\_\_

How many hours are worked per day? 8 hours

**When completing this form, look at the job from a typical/average workday perspective.**

PHYSICAL ACTIVITY	Percentage Time Designation			
	Rarely <1%	Occasionally 1-33%	Frequently 34-66%	Continuously 67-100%
Stand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Use hands to finger, handle or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach with hands and arms over shoulder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach with hand and arms over head	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch, or crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Taste or smell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

i.e., Position requires standing 1/3 of the time.

**Does this job require that weight be lifted or force be exerted? If so, how much and how often?**

WEIGHT	Percentage Time Designation			
	Rarely <1%	Occasionally 1-33%	Frequently 34-66%	Continuously 67-100%
Up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

i.e., Position requires lifting 1/3 of the time up to 10 pounds.

**Does this job have any special vision requirements? Check all that apply.**

- Close Vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- No special vision requirements

**List specific job duties that require the physical demands selected above:**

Computer work, filing, boxing files