



We are looking for amazing people to support our mission! Join HOME as a Staff Accountant!

Housing Opportunities Made Equal of Virginia, Inc. (HOME) is a civil rights fair housing organization with a mission to ensure equal access to housing for all people. We exist to address housing-related systemic inequities that perpetuate segregation, concentrations of poverty, and wealth inequality. HOME enacts its mission through fair housing enforcement and advocacy, housing research and policy, and housing counseling and education direct services.

HOME focuses on employee engagement and is committed to a healthy, diverse, and inclusive work environment. We offer a competitive benefits package including free healthcare, vision, dental, and a flexible work environment.

Job Summary

The Staff Accountant serves to further the mission of HOME by working independently on routine and assigned bookkeeping and accounting tasks, as directed by the Chief Financial Officer (CFO). The Staff Accountant is responsible for compiling all accounts payables and receivables, recording transactions and accruals, and preparing weekly payments of invoices. All work is performed collaboratively with and in support of other services offered by HOME. All work is performed within a systems-based framework. Work is performed with timeliness, accuracy, completeness, and effectively, to the highest ethical standards, and in accordance with generally accepted accounting principles for non-profit entities and in accordance with HOME's mission and values. The incumbent will perform other duties as assigned.

Job Responsibilities

Broad responsibilities for the position include:

1. Record Keeping

- Maintain finance department filing systems in good order, including vendor files (the financial assistant does the vendor files) and all other departmental records such as cash journals, files of checks on hold, receipt books, journal entry files, tax filings, service contracts, leases, procurement records, equipment warranties and maintenance agreements, accounting system ledgers and journals, payroll records, time sheets, leave records, personnel files, and any other files.
- Maintain records in a secure manner that makes them readily accessible to finance department personnel, auditors, or grantors. Ensures that all finance department personnel know the arrangement and location of records specified above.

2. Accounts Payable

- Responsible for the security and replenishment of all blank check stock.
- Verifies all accounts payable (A/P) invoices for accuracy and proper documentation.
- Makes sure that all bills are paid on time.
- Assists employees and processes employee expense requests and other check requests.
- Enters A/P invoices into the accounting system software and gives batch to CFO to verify.
- Get signatures on A/P checks.

- Supervises the release of all A/P checks.
- Process Credit Card Receipts/Requisitions

3. General Accounts Receivables and Mortgage Loan Receivables

- Assists in keeping client accounts receivable (A/R) information for all down-payment assistance programs current, including Access database and accounting system software.
- Works with the Finance Manager to make sure A/R mortgage accounts stay in balance with subsidiary ledgers.
- Keeps all cash receipts current in and accounting system software and excel spreadsheet by making entries no less than weekly.
- Reviews, reconciles and records payments received by electronic funds transfer (EFT), PayPal, or credit card.
- Makes bank deposits (Remote Deposit) at least weekly.

4. Travel Expenditures, Reports and Reconciliations

- Receives and processes travel requests from employees.
- Issues all travel advance checks.
- Reconciles all travel expense reports.
- Reconciles all general ledgers travel advance accounts.
- Applies federal travel regulations, and advance approval, as applicable.
- Makes travel arrangements as requested.

5. Other Duties, As Assigned

- Assist with entering budgets into spreadsheets and accounting system software.
- Responds to requests for special reports, trouble-shooting system issues or thinking out new processes.
- Responds to special audit requests.
- Assists with year-end audit schedules.
- Assists in pulling audit documentation and re-file as needed.
- Assists in preparing some of the payroll reports for the 990.

Job Qualifications

An associate degree from an accredited college or university in Accounting or Finance plus one to two years of accounting experience in a non-profit environment. Bachelor's Degree in accounting or finance preferred. Proficient with Windows, Outlook, internet access and MS Office Suite including Word, Excel, and SharePoint. Experience with proprietary software such as MIP preferred. The candidate must demonstrate experience in knowledge of accounting theory and practices for non-profits. Able to perform general bookkeeping functions including double-entry accounting (debits, credits), and reconciliations. Understands the chart of accounts, trial balance, and balance sheet.

In addition, all employees of HOME are expected to meet these general qualifications:

- Strong commitment to social justice
- Excellent oral and written communication skills
- The ability to communicate complex issues, data, and concepts clearly
- The ability to function effectively within and/or high performance, cross divisional work teams
- The ability to coordinate key program activities across programs

- Willingness to participate in fund development activities and effectively manage key constituent relationships and provide the necessary client data and information to HOME
- The ability to act independently and proactively
- The ability to adapt to changing circumstances
- Exercise sound judgment and diplomacy
- The ability to maintain a high degree of professionalism, confidentiality, and substantial contact with the public

Primary Competencies

- The ability to think analytically and creatively and to problem-solve and manage a complex workload and respond to multiple priorities.
- Flexibility and willingness to commit to successful completion of assigned tasks, projects, and programs.
- Excellent interpersonal skills and positive attitude.
- Able to maintain professional working relationships with staff, community, and regulatory officials.
- Able to perform complex mathematical calculations.
- Able to appropriately use proprietary software.
- Able to work independently as well as part of a team.
- Ability to exercise sound business judgment.

To Apply

Interested candidates should submit a **cover letter and resume** to jobs@homeofva.org and include **Staff Accountant** in the subject line.

HOME is an equal opportunity employer with an accessible workplace and does not discriminate based on race, color, sex, age, religion, creed, disability, national origin, gender identity, political or union affiliation, marital status, sexual orientation, veteran status, source of income or other non-bona-fide job requirements.

Job Posting Closes Friday, July 8 at 5:00 p.m. or until filled.

Hiring Salary Range: \$45,000 – \$50,000