

Finance Coordinator II One Roof Community Housing

Department: Finance **Reports to:** Finance Director
Weekly Hours: 32 - 40 **Exempt/Non-exempt:** Non-exempt
Date Reviewed: March 2021
Reviewed By: Executive Director

Position Overview: The Finance Coordinator II provides financial and administrative support to the Finance department.

Principal Duties and Responsibilities

Support to the One Roof's Finance Department – Properties owned:

- Prepare, review, and analyze monthly financial statements. Discuss financials with Asset Manager and Finance Director.
- Assist with developing property budget, post any year end adjusting entries, and update depreciation schedules. Review next year bond payments with property management, monitor ACH bond payments and change as needed.
- Prepare all year end audit financial reports, schedules, and bank records for auditors. Review draft audit reports and verify all data as correct, including the notes to financial statements.

Support to the One Roof's Finance Department – Project Accounting:

- Provide advice and support and participate in meetings during the pre-development phase for the project.
- Review closing documents and provide feedback from a financial perspective.
- Create new company in financial software and establish bank accounts needed.
- Assemble all draw invoices/documents and classify per project budget. Update draw form, allocate sources, and reallocate budget lines as needed.
- Complete and review the draw form and payee's list with Multi-Family Management Team and submit required forms to funding agencies.
- Obtain and process the draw disbursement ledger from the title company.
- Assemble all draw documents and file for later financial reporting/cost certification process.

Support to the One Roof's Finance Department – General

- Process month end entries related to operations, debt, and lending capital.
- Maintain lending activity tools related to capital loan funding.
- Assist Finance Associate – Lending with loan amortizing and discount calculations.
- Maintain amortization, depreciation, and prepaid schedules.
- Monitoring physical and electronic grant files and ensuring proper processes are followed and filing/billing requirements are met.
- Assist Finance Director with preparation of financials and audits.
- Provide back up support to payroll and single-family development.

Provides support for other One Roof lines of business as needed.

Other duties as needed or required.

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Supervision Received:

Supervision is regular.

Supervision Exercised:

None.

Qualifications & Skills:

REQUIRED:

- Bachelor's degree in accounting or related field, or equivalent experience.
- Mathematical, spreadsheet and database aptitude appropriate for accounting & project tracking work.
- Strong understanding of accounting concepts, especially those related to non-profits, projects, and lending.
- 5+ years' experience with an on-line accounting program, such as Quick Books, Fund EZ, Sage, or similar.
- Computer experience, Microsoft Office or similar.
- Excellent record keeping and organizational skills.
- Excellent communication and customer service skills, written and verbal, including the ability to work with diverse people.
- Ability to handle multiple tasks.
- Deals with confidential information and/or issues using discretion and judgment.
- Mission-Oriented: Committed to our mission of enriching lives and communities one home at a time and our vision of communities where everyone has access to sustainable and affordable housing.
- Cultural Responsiveness and Experience with Underserved Communities: Experience working with underserved communities including low-income families and/or individuals. Cultural self-awareness and a demonstrated ability to work across cultural differences with empathy and sensitivity.
- Commitment to Equity and Inclusion: A proven commitment to social justice.

PREFERRED:

- 5+ years' experience in project, non-profit, or lending accounting.

Travel may be required for occasional training opportunities but is not a regular requirement for this position.