



Staff Accountant Job Posting

Organization Overview: Beyond Housing exists because home matters. We begin with actual houses and housing preservation, focusing on quality and stability to give people a place to start. But there is more to a home than the house ~ home is about the life that happens in and around the house, as well as the life that fuels and draws out the best of the people within it. That life, in turn, is shaped by the community, its influences, its structures, and the people and dynamics that define it.

Beyond Housing helps entire communities become better places to live. We engage where we're needed, focusing on building consensus among leaders, providing and preserving housing, fostering community structures that shape lives, and guiding systems that make people's lives better.

We lead with vision for what a community can be ~ every community is different, but thriving communities tend to share the same basic set of positive traits regarding housing, safety, education, health, infrastructure, and access to basic human services.

We bring together leaders and resources, volunteers and citizens, and pursue a wide assortment of creative approaches to build stronger, healthier communities for life.

Finally, we are community builders, not kingdom builders. "It's their neighborhood, future, & dreams". Our objective is to help build, and contribute the good things we do for the sake of adding value to the lives of the people we're honored to serve.

Position Summary: The Staff Accountant is an important member of the Beyond Housing accounting team. An ideal candidate would be an experienced self-starter with an adaptable skill set who has strong attention to detail. The candidate must be able to think critically and logically as well as multitask with time sensitivity to deadlines.

Essential Function & Other Responsibilities:

- Assist Senior Accountant in establishing all accounting systems and necessary controls
- Reconcile and record daily operating results
- Maintain fixed asset records
- Prepare and maintain account analyses for various accounts
- Monitor and maintain various monthly accruals and reoccurring entries
- Prepare documentation and schedules for external reporting and annual year-end audit
- Assist Senior Accountant with the month-end and year-end closing process
- Perform other duties as assigned

Experience and Qualifications:

- BS in Accounting required
- Minimum of 4 years progressive accounting experience preferred
- Strong working knowledge of and experience with Microsoft Excel and Word required
- Experience with Microsoft Dynamics GP financial software preferred
- Experience with not-for-profit financial accounting preferred
- Ability to :
 - Research, compile, analyze and interpret data



- Develop alternative solutions and initiate proper accounting controls
- Analyze and reconcile complex accounts
- Work independently or with a team with minimum supervision
- Skilled in :
 - Developing, coordinating and completing projects, budgets, financial reports accurately and timely
 - Communicating, orally and in writing, to a variety of audiences

Supervisor:

- Director of Accounting

Supervises:

- None

Salary and Benefits:

- Full-time salaried position with benefits for full-time position as determined in current Beyond Housing Employee Handbook

To Apply: Please submit your resume and cover letter to hr@BeyondHousing.org

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of all responsibilities, duties, and skills required. Beyond Housing is an Equal Opportunity Employer.