



Job Posting: Senior Staff Accountant

Avalon Housing is a non-profit supportive housing provider created in 1992 as a long-term solution to homelessness. Avalon owns and operates apartments at sites throughout Ann Arbor, manages rent vouchers with private landlords, and partners with both the Ann Arbor and Ypsilanti Housing Commission to provide housing alternatives for formerly homeless adults and families throughout Washtenaw County.

The Finance Department of Avalon Housing is committed to timely, accurate and responsible financial management. We serve directors, staff, board members and clients to ensure that all financial matters are managed with care, integrity, and consistency within the best interests of Avalon Housing, clients and the community.

The Senior Staff Accountant supports Avalon Housing by providing a wide range of financial/accounting services as a part of the finance department. This position requires both technical and managerial skills. In addition to expertise in the accounting and corporate finance, a candidate must possess very strong technology skills to be successful in the Avalon's fast and growing environment.

Primary Responsibilities:

Bookkeeping

- Prepare journal entries that are non-recurring and/or complex in accounting nature
- Conduct timely reconciliation of the real estate development accounts
- Review and approve entries prepared by other staff

Accounts Payable & Receivable and Cash Management

- General oversight of AP/AR functions
- Complete and submit weekly cash status report for review
- Review AP coding and Form 1099
- Prepare invoices and accrual entries for various grants & contracted billing

Financial & Management Reporting

- Prepare monthly consolidated financial report
- Prepare or review recurring financial reports to be submitted to partner agencies
- Prepare management reports and provide insights for other departments
- Track information for monthly department dashboard
- Generate ad hoc financial reports and analysis as needed

Audit

- Prepare audit PBC (Provided by Client) lists for 8 legal entities
- Provide timely responses to the auditor for questions and requests
- Prepare and submit post-audit documentation/payments to agencies and partners



Grants Management

- Ensure all the relevant documentation is properly archived on the shared server
- Assist other departments with grant outcome reporting
- Attend meetings for grant monitoring and assist with grant application processes as needed
- Provide answers to questions related to particular grants by conducting research

Budget

- Compile budget to submit for our funding agencies
- Assist annual budget process

Financial Controls & Risk Management

- Partner with the Director of Finance to evaluate various risks surrounding Avalon's business environment and ensure risk mitigating policies and systems are kept up to date and enforced

Payroll

- Monitor and update cost allocation plans
- Ensure the timely documentation of timesheet and effort reporting
- Review form W2

Administrative/Other

- Participate in other duties as assigned

Candidates with following qualifications and attributes are strongly desired:

Education and Certification

- Bachelor's degree or higher in accounting or finance or related discipline
- Active CPA license is preferred

Knowledge and Experience

- At least 4+ years of bookkeeping or general ledger accounting experience
- Wide knowledge of corporate accounting, including payroll, and cash management
- Both nonprofit and for-profit accounting experience
- Advanced level of MS Excel (Pivot Table, Index Match, Indirect, Array, PowerPivot)

Attributes

- Attention to detail and accuracy
- Results driven - set and achieve goals
- Self-motivated - work and learn effectively with little direction
- Clear communicator
- Strong customer service approach
- Willingness to adapt in a meaningful way and play as a part of the team that shares a same set of professional values:
 - Emphasis on Teamwork
 - High Degree of Professionalism
 - Focus on Learning and Growth
 - Play and Fun
- Avalon Housing is dedicated to eliminating racial inequities. Successful candidates will demonstrate the ability to work well with multicultural communities

Physical Demands:

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. While performing the duties of this job, the employee will be required sit for long periods of time, occasionally drive a vehicle, communicate with other persons by talking and hearing, required to lift and carry items weighing up to 10 pounds, and to operate computer hardware systems.

A valid driver's license and reliable transportation is required.

Job Title: Senior Staff Accountant
Reports to: Director of Finance
Location: Ann Arbor, MI
Status: Full-time, Salaried, Exempt
Schedule: 9:00am to 5:00pm Monday through Friday

To apply please send a resume, cover letter, and references to jobs@avalonhousing.org or mail to:

Avalon Housing, Inc., Attn: Personnel
1327 Jones Drive Suite 102
Ann Arbor, MI 48105

Please include the job position title in your email subject line.

Avalon Housing is an equal opportunity employer and actively seeks applicants from diverse racial and ethnic backgrounds, as well as historically marginalized groups. This includes but is not limited to lesbian, gay, bisexual, queer, people who identify as transgender or non-binary, people living with disabilities or mental health conditions, and with lived experience with homelessness or recovery from a substance use disorder. Avalon also encourages those with criminal histories to apply. Avalon doesn't request information about criminal histories unless and until an offer of employment is extended. Avalon may exclude someone based on criminal history if it determines the criminal history is related to or directly conflicts with the responsibilities of the position.

