



Arlington Partnership  
For Affordable Housing

## SENIOR ACCOUNTANT

APAH is a non-profit affordable housing developer that works throughout the DC region. APAH's mission is to develop, preserve and own quality affordable places to live; to promote stability and opportunity for our residents; and, to advocate with the people and communities we serve. APAH is a mission driven, community minded and resident focused organization guided by six core values: compassion, integrity, collaboration, innovation, excellence, and impact. APAH owns 18 communities and has developed over 2000 apartments, with an additional 700+ apartments under construction or in development throughout the DC metro area.

APAH is looking for an experienced Senior Accountant to support the day to day financial operations of the parent corporate entity (APAH), APAH's real estate development, and APAH operating properties activities under the supervision of the Director of Finance. Our ideal candidate can meet internal and external accounting related deadlines, experience managing staff accountants, experience working in accounting systems, and is familiar with the real estate industry. They will be a hard-working and conscientious team player who is committed to APAH's mission and values.

### **Key position responsibilities include:**

- Support and review daily corporate accounting functions; invoice processing, cash deposit recordings, bank reconciliations. Review recorded transactions against support in the general ledgers and sub-ledgers.
- Assist the Director of Finance with the review and preparation of quarterly financial statements in accordance with US GAAP for APAH and the financial packages for the Board, investors, and lenders.
- Review and identify variances on monthly actual to budget reports for the finance group;
- Maintain analysis of inter-company transactions and coordinate the reconciliation between APAH and affiliated entities;
- Review monthly operating property financials provided by the third party management company;
- Assist the Director of Finance with preparation for and review of the audits/tax returns of APAH and related entities;
- Track Grant Expenses. Monitor compliance with budgets and contracts. Assist with preparation of project budgets and grant compliance reports for funders;
- Assist the real estate development team with monthly draw requests for all projects under construction, ensuring that all deadlines are met or exceeded;
- Support and review accounting functions related to development project ledgers;
- Assist with compiling invoices and other back up documentation for 8609 applications and cost certifications;
- Other corporate and real estate accounting functions as needed.

### **The ideal candidate will possess knowledge, skills and abilities consistent with the following:**

- Strong organizational skills and attention to detail. Strong work ethic;
- Proficiency in MS Office;
- Proficiency in accounting software (e.g. Account Edge, Quickbooks or Peachtree);
- Public Accounting, affordable housing, real estate developer and/or nonprofit experience a plus;
- Responsive to direction and supervision. Good sense of humor essential;
- Team player that can interact productively and positively with other members of the APAH staff.

### **Education and Experience Requirement**

- 3-5 years of accounting experience
- Bachelor's degree in Accounting, Finance or related field required; Master's degree preferred.

**Physical Demands**

- Primarily required to sit; use hands to finger, handle or feel objects, tools or controls; and talk or hear.
- Occasionally lift and/or move up to fifty (50) pounds.
- Able to walk around properties and construction sites, including climbing stairs and navigating sites with limited access.

**Salary and Benefits**

Commensurate with experience. APAH has a competitive benefits package that includes medical, dental and vision insurance, long and short-term disability insurance, life insurance, 401k and paid leave. Our corporate office in Ballston has free parking.

**To apply, please submit your resume and cover letter to [resumes@apah.org](mailto:resumes@apah.org).  
Resumes will be accepted until the position is filled.**

APAH offers equal employment opportunities (EEO) to employees and applicants for employment and prohibits unlawful discrimination and unlawful harassment on the basis of race, color, religion, national origin, gender, age, disability, gender identity or expression, veteran status, marital status, sexual orientation or any other protected classes or categories as defined by federal, state or local laws. This policy applies to all terms and conditions of employment including, but not limited to recruitment, selection, promotion, termination, layoff, recall, transfer, leave of absence, training program participation, compensation and all other terms, conditions and privileges of employment.

For more information about APAH, please visit us at [www.apah.org](http://www.apah.org).