



Neighborhood Development Center

Position Title: Accountant

Location: Twin Cities Metro

Salary: DOQ

Closing Date: Feb 10, 2017

Job Type: Full time, M-F

ORGANIZATIONAL PURPOSE AND STRUCTURE

Neighborhood Development Center (NDC) is a non-profit organization that offers training, lending and technical assistance to inner-city entrepreneurs in Saint Paul and Minneapolis. NDC's mission is to improve neighborhood economies by developing the talents of micro-entrepreneurs within their own communities. NDC has trained more than 4,000 people to date (80% of who are person of color.) We currently have nearly 400 alumni in business.

NDC places strong emphasis on accountability, adaptability and commitment to working closely with clients to help them overcome obstacles and barriers. NDC's work relies upon collaboration and strong personal relationships. These values drive our policies, programs and personnel.

NDC is a small, friendly, busy office with a fast-paced work environment, which requires employees to be innovative and entrepreneurial and must be willing to tackle a wide variety of tasks. Successful employees will have a passion for social justice and an eagerness to engage in the communities where we work.

POSITION PURPOSE:

Coordinates the accounting activities and processes for the organization real estate operations. Key duties include generating monthly and quarterly reports for property and real estate development managers and outside entities, monitoring accounts receivable and payables, and bank reconciliations to support the mission of Accounting Department at NDC. This positions reports to the Chief Financial Officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

These duties are not to be construed as exclusive or all-inclusive.

1. Participates in new real estate project set-up, including tracking of pre-development financing and recording transactions through construction and rental operations.
2. In charge of day to day transactions & book keeping for all incubator activities, except FEC, LLC. This includes receipt of rents, fees, grants, and miscellaneous income; payment of all property and department expenses; booking and tracking schedules for all depreciation, loans, accruals, prepayments and amortizations.
3. Acts as a resource to all property management staff in preparing cash flow projections and managing cash for all assigned incubators/entities activity, maximizing investment income potential.
4. Oversees assigned incubators/entities banking account activity and assures that all accounts are reconciled monthly.
5. Monitors payables for accurate posting, appropriate approvals, and for optimal payment schedules.
6. Participates in designing and refining the flow of communication between property managers and accounting department to assure timely and accurate performance.
7. Ensure the preparation of monthly and quarterly financial statements.
8. Coordinates financial data; prepares and coordinates reports required for assigned real estate entities.
9. Assists with reports for tax preparation, year-end reports, audits, and compliances.
10. Coordinates annual property budget process, its preparation and completion by 11/30.
11. Ensure proper documentation and retention of accounting records
12. Ensures monthly inter-company billings, cell phone billings and credit card billings.
13. Prepares various management reports as directed and makes recommendations.
14. Performs all bookkeeping tasks in the absence of the assigned accounting staff.



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ADDITIONAL TASKS AND RESPONSIBILITIES:

1. Ensure completeness of contracts and proper filing at the accounting department and on the shared drive.
2. Ensure the Completeness of leases and file pdf copies of leases on the shared drive.
3. Ensure timely invoicing of contracts, rent and utility billings to tenants.
4. Performs other duties as assigned or directed by the Chief Financial Officer.

EXPERIENCE:

Educational Requirements

Four year or more degree in accounting, business or related field. Experience can be a substitute for education

Specific employment experience

1. Minimum 2-3 years nonprofit accounting experience is preferred. Real Estate accounting experience is a plus.
2. Good Organization skills and attention to detail with high level of accuracy.

Interpersonal skills

Ability to work with diverse groups. Ability to work independently. Ability to work as part of a team, good oral and written communication. Ability to meet deadlines.

Computer knowledge and skills

Understanding of Microsoft office products, small business accounting software (QuickBooks, Peachtree, etc...).

Language skills

Bi-lingual skills a plus.

How to Apply:

To apply for this position, please submit a cover letter, resume, and salary requirements. Please email to hr@ndc-mn.org or mail to Human Resources, 663 University Avenue W. Suite 200, St. Paul, MN 55104. Reference Job #ACCT2017