Neighborhood Development Center
Position Description

Job Title: Staff Accountant
Department: Accounting
Reports To: Chief Financial Officer
FLSA Status: Exempt

Job Summary
Coordinates the accounting activities and processes for the organization’s real estate operations. Key duties include generating reports for property and development project managers and outside entities, monitoring accounts receivable and payable, overseeing banking activities for real estate accounts, and bank reconciliations to support the mission of NDC.

Essential Duties and Responsibilities: These duties are not to be construed as exclusive or all-inclusive.
- Participates in new project set-up, including tracking of pre-development financing, creation of appropriate legal entities for the protection of NDC and recording transactions through construction and rental operations.
- Oversees bookkeeping day to day transactions for all incubator activities, including receipt of rents, fees, grants, and miscellaneous income; payment of all property and department expenses; booking and tracking schedules for all depreciation, loans, accruals, and amortizations.
- Acts as a resource to all real estate accounting in preparing cash flow projections and managing cash for all department and property activity, maximizing investment income potential.
- Oversees all real estate related banking accounts and assures that all accounts are reconciled monthly.
- Monitors payables for accurate posting, appropriate approvals, and for optimal payment schedules.
- Participates in designing and refining the flow of communication between property managers and accounting department to assure timely and accurate performance.
- Ensure the preparation of monthly and quarterly financial statements.
- Coordinates financial data; prepares and coordinates reports required for property related functions.
- Assists with reports for tax preparation, year-end reports, audits, and compliances.
- Coordinates annual property budget process and preparation.
- Ensure proper documentation and retention of accounting records.
- Ensures monthly inter-company billings, cell phone billings and credit card billings.
- Prepares various management reports as directed and makes recommendations.
- Performs all bookkeeping tasks in the absence of the assigned accounting staff.

Additional Tasks and Responsibilities: While the following tasks are necessary for the work of the department, they are not an essential part of the purpose of this position and may also be performed by other department staff.
- Point person to add or remove customer or vendor name from the system
- Ensure completeness of contracts and proper filing at the accounting department and on the shared drive,
- Ensure timely invoicing of contracts and time sheet billings.
- Performs other duties as assigned or directed.

Qualifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Minimum Requirements
- Ability to develop and maintain detailed statistical data and quantitative information and display financial analysis skills.
- Ability to take initiative and to work both independently and as part of a team.
- Excellent organization skills, ability to prioritize and handle multiple tasks and see projects through to completion in a timely manner. Proven ability to manage deadlines.
- Ability to understand and follow departmental budgets and basic accounting procedures.
- Excellent written, verbal and interpersonal communication skills.
- Understands use of technology in business applications and bookkeeping knowledge and experience
- Broad functional knowledge of represented areas.
- Proficient in Microsoft Office (Word, Excel, Access, and Power Point).
- Excellent working knowledge and proficiency with personal computers, financial software, spreadsheet applications and related applications required.
The ability to drive a vehicle, must have current drivers license and have proper auto insurance.

- Working knowledge of Peachtree Accounting software.
- Experience with Yardi Property Management software.

**Education and/or Experience**

- BA/BS degree in Accounting, or related field
- 3-5 Years experience in Accounting, Real Estate Finance, or closely related field.

**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 the job. While performing the duties of this job, the employee is regularly required to sit, bend, and communicate. The employee must occasionally lift and/or move up to 10-25 pounds.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions.

Neighborhood Development Center is an Equal Opportunity Employer.

To apply, please send cover letter and resume to, HR@ndc-mn.org or mail to Human Resources at NDC, 663 University Avenue W., Suite 200, St. Paul, MN 55104