OppCo partners provide stable homes within great neighborhoods, which serve as a foundation for thriving families and individuals. Our homes and neighborhoods promote healthy families as well as work, economic, and educational success.

The Junior Staff Accountant I is responsible for overseeing the accounting and reporting for OppCo, LLC, and its related entities, including cash, preparation of account reconciliations, to ensure that all transactions are prepared in a timely manner. This position requires a strong working knowledge of generally accepted accounting principles, familiarity with the OMB Super Circular, and a high degree of interaction with company employees, vendors and funders. This position requires close coordination with department managers and OppCo accounting. This position possesses the willingness to assume additional responsibilities, is organized, detail oriented, able to work collaboratively and solve routine problems independently. This position makes recommendations for improvements in efficiencies in internal control processes.

**Essential Job Functions and Responsibilities:**

- Maintain, prepare and process monthly and quarterly account receivables activities
- Prepare monthly closing schedules.
- Process deposit/enter mortgage payments (Wintrak)
- Reporting and tracking of monthly contributions
- Assist senior staff accountant the external accounting/audit firms with year-end requirements; prepare workpapers; assist with financial statements and tax returns.
- Prepare miscellaneous financial reports for various funding agencies, etc.
- Manage and ensure the consistency of general ledger accounts and monthly reporting by all entities.
- Develop and monitor OppCo time allocations to CDC’s as well as all staff time
- Provide assistance and support on treasury management and cash flow reporting.
- Maintain real estate development set of books. Analyze construction in process accounts against the requisitions and general ledger. Prepare monthly sources and uses of funds, reviewing with Real Estate team. Maintain schedule and provide information and reporting to auditors for related cost certification process. Assist auditors during the cost certification process.
- Identify opportunities to streamline existing processes, focusing upon enhancing efficiencies within the Finance team as well as within the CDC.

**Non-Essential Functions**

- Attend monthly team and organization meetings.
- Attend necessary trainings to ensure up to date knowledge.

**Work Requirements and Qualifications**
• 5-7 years of accounting experience required.
• Bachelor’s degree required in Accounting or Finance.
• Familiarity with real estate development in a non-profit setting desired.
• Previous experience with month end closing and reporting.
• Familiarity with audit schedule preparation.
• Knowledge and experience working with GAAP, A-133 audits and familiarity with OMB Super Circular
• Grants management experience as it relates to compliance and reporting of government, corporate, and foundation grants
• Detail oriented, accurate, having ability to solve problems
• Proactive and strategic thinker who enjoys creating and improving systems and processes

**Physical Requirements:**
This is a sedentary job by nature. Requires being able to sit at a desk and use a computer and phone for most of the day.

**Position Accommodations:**
**Qualification:**
To perform this job successfully, an individual must be able to perform each essential function in a satisfactory manner. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical:**
The physical demands described 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.

**To Apply**
Opportunity Communities, and members Nuestra Comunidad and The Neighborhood Developers, are equal opportunity organizations. We recruit, employ, train, compensate, and promote without regard to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, disability, veteran status or any other basis protected by applicable federal, state, or local law.

Submit your resume and cover letter to the following link:
https://www.tfaforms.com/4727949