

CLEVELAND HOUSING NETWORK, INC.

Senior Accountant-Real Estate Development

REPORTS TO: Controller-Partnerships

POSITION SUMMARY

This position will manage the cash flow; invoice processing and reporting for a project in development from the predevelopment stage through the post construction close out.

RESPONSIBILITIES

Case Management and Invoice Processing:

- Analyze and manage cash flow to ensure that adequate cash is available first for monthly payouts and then to carry the project completely through the post construction close out
- Prepare and manage through receipt all draw requests including those to the bank, government agencies, equity partners and any other resource to the project
- Record cash receipts to general ledger and prepare cash flow report
- Review and code monthly construction and development invoices for each project
- Review and send monthly construction AIA invoices to bank inspector
- Work closely with construction team to ensure that all compliance documentation is collected before vendor checks are mailed

Reporting;

- Prepare monthly financial status reports for each project, analyze and explain budget variances
- General Ledger responsibilities for each project through development until debt is repaid and all close our payables are paid
- Prepare work papers for the 10% carry over and review the independent accountant's draft report
- Prepare work papers and audit scheduled for the annual audit and tax return for each project during the development phase
- Review draft audit reports and tax returns

Post Construction Close Out:

- Prepare and organize all documentation for the final cost certification then work closely with the independent accountants to expedite this report. Review accountant's draft report
- Work with development team to prepare and organize documentation to secure the 8609
- Work closely with development team to ensure that all of the requirements are met and documentation sent to draw the final development equity installment as soon as permissible

QUALIFICATIONS:

- BA/BS in accounting or related field
- Three- Five years of LIHTC experience preferred
- CPA Preferred
- Self starter with good customer service skills is required
- Working knowledge of Microsoft Office and Excel
- Ability to work well in a team environment

If you are interested and meet the outlined qualifications, you can apply for this position by emailing your resume and cover letter to Sandra Durda at sdurda@chnnet.com or via mail at 2999 Payne Ave Suite 306 Cleveland, Ohio 44114.

M/F/V/D/EOE