



## **SENIOR ACCOUNTANT**

### **JOB DESCRIPTION**

#### **GENERAL:**

Responsible for financial records and activities of companies under contract with Berkshire Housing Services, Inc. Responsible for compliance with state and federal financial regulations. Assist in financial matters for BHSI, BHDC and properties under BHSI managed portfolio.

#### **SPECIFIC RESPONSIBILITIES:**

Responsible for properly recording all financial transactions in a timely manner to accurately reflect the financial position of each entity; responsible for overseeing the preparation of all financial reports and records of such entities; responsible for complying with all state and federal regulations affecting the financial operations of each entity; assisting with the budget preparation of entities under contract with BHSI; will serve as back-up for Accounting Department employees, will act as direct Supervisor to Accounts Payable Clerk, and expected to evolve into direct supervisor of all members of the accounting department.

#### **SPECIFIC ASSIGNMENTS:**

##### **1. Auditing**

- a.** Compile information required for auditors, assist and monitor audit performance completion
- b.** Update accounting systems and implement improvement suggest by auditors.
- c.** Perform internal audits for compliance with management suggestions.
- d.** Serve as contact with auditors for all entities under contract with BHSI and ensure that all audits are completed within the federal and state tax required time frames.

##### **2. Budgeting**

- a.** Assist in budget preparation for all entities in conjunction with the Vice President of Finance.
- b.** Assist the Property Managers in preparation and analysis of budgets on either a monthly or ad-hoc basis as needed.

##### **3. Financial Reporting/Analysis**

- a.** Prepare and/or monitor completion of financial statement monthly for all entities and report any not completed by the 20th to the Vice President of Finance.
- b.** Prepare all financial reports and correspondence for/to project owners and agencies per management agreements.
- c.** Prepare any financial information required by other staff members.
- d.** Prepare various financial analyses as requested by the President and Vice Presidents.
- e.** Prepare any other related financial projects representative of said position as directed.
- f.** Keep current schedule of all entity accounts, where located, type of account, and yield.
- g.** Cross train with each employee to update policies and procedures on a consistent basis.

This job description is not meant to be all inclusive. It is expected you will perform any and all tasks normally associated with a job of this type.

POSITION

REQUIREMENTS:

- 1) Bachelor's Degree
- 2) 3+ years of accounting experience required
- 3) Must be proficient in Microsoft Office (Word, Excel, Outlook)
- 4) Experience with Yardi software a plus
- 5) High attention to detail and accuracy are a must
- 6) Must be highly organized, with the ability to multi-task, prioritize, and meet deadlines
- 7) Prior supervisory experience preferred

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**EMPLOYEE SIGNATURE**

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**DATE**