Job title | Housing Accounting Specialist
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Reports to | Grant Accounting Manager
Position Status | Full Time
Salary Range | $14.50-$26.00/hour
Assignment | Regular/Benefited
EEO Class | Administrative Support
FLSA Status | Non-Exempt
Shift | 40 hours, Monday – Friday

**Job Summary**

The Housing Accounting Specialist will act as a bridge between the Accounting Department and the Housing Department, providing budgetary support for all housing contracts. The Housing Accounting Specialist will be fully embedded with the housing and quality assurance teams, and will provide accounting support throughout the grant cycle, including the following duties and responsibilities.

**Duties and Responsibilities**

**Applications**

- Work with CFO and Development team to create grant application budgets
- Review application materials to ensure TRH can meet financial requirements and a full understanding of funding

**Contracting**

- Work with Accounting team and DSP to adjust application budgets for contracting
- Review contract for financial requirements (billing, reporting, tracking, etc)
- Understand expenses allowed under contract
- Work with QA to understand all audit requirements
- Understand Progressive Engagement and how contracts can and cannot dovetail

**Budget Management**

- Conduct monthly grant to date reconciliations for all direct assistance grants
- Work with Housing Admin, QA & DSP to create monthly spending projections for all grants
- Track and report on all program income
- Track all line item expenditures associated with each grant
- Maintain a focus on nimble accounting practices to ensure housing expenditures are expedient and efficient
Housing Accounting Specialist

- Manage Accounting side of all audits/monitoring associated with housing grants
- Track match expenditures
- Determine staff billing percentage
- Create staff time sheets
- Monthly reporting

Billing

- Review billings for unallowable expenses

Other

- Attend triage meetings for priority populations to gain an understanding of processes.
- Attend trainings, conferences and other learning venues to maintain an expertise in Housing First, Rapid Rehousing, Progressive Engagement, Pay for Success and other best practices
- Development and other deposits
- Assist with billing preparation
- Assist in database maintenance
- Subrecipient monitorings
- Other duties as assigned

Education and Experience

1. Two years billing and accounts payable experience required
2. In depth knowledge of Excel required
3. Experience with Sage preferred
4. Experience with Access preferred

Skills and Requirements

1. Attention to detail
2. Must be dependable and reliable
3. Excellent organizational skills
4. Must be a self-starter and self-directed person
5. Must pass a pre-employment background check and drug screen

Physical and Equipment Requirements

Ability to lift 25 pounds

Instructions to Apply

To apply, please email resumes@theroadhome.org. Please include the job title Housing Accounting Specialist in the subject line.