

Lacasa, Inc. Job Description

I. Job Title: Staff Accountant 2

II. Job Relationship: Report to Controller

III. General Description:

Provide general/payroll accounting services for Lacasa, Inc. and subsidiaries.

IV. Responsibilities:

A. Financial Management

1. Maintain all cash ledgers for Lacasa, Inc. and subsidiaries.
2. Facilitate daily cash management process including bank deposits.
3. Facilitate accounts payable including processing of all invoices for payment and related data entry into general ledgers.
4. Maintain recurring entries into Accounts Payable system to assure timely payment of repetitive obligations.
5. Facilitate weekly check processing for payment of accounts payable.
6. Maintain financial record-keeping – accounts payable, journal vouchers, projects, properties, contracts, etc.
7. Maintain and distribute weekly/monthly financial tracking – to Management Team, Finance Dept., and staff bulletin board.
8. Maintain files/record-keeping for Lacasa-owned mortgages.
9. Maintain all property files for Lacasa-owned properties.
10. Serve as backup for Staff Accountant 1 responsibilities.

B. Payroll Processing

1. Maintain all employee payroll/benefits documents and records and related payroll system data,
2. Calculate bi-weekly payroll and related taxes/benefits for processing by Controller.

3. Complete annual payroll reporting including W-2 forms for employees and 1099 forms for 3rd parties.

C. Grant Management

1. Maintain all project files for grant-funded projects.
2. Assure grant files/documentation are in compliance with grant award requirements.
3. Interface with Real Estate Development staff to assure compliance with procurement process grant requirements – contract log, insurance requirements, debarment searches, etc.
4. Maintain grant administration policies and procedures.

D. Other

1. Develop intermediate to expert level capabilities with financial and property management software tools.
2. Attend training as required to assure understanding of housing development finance and grant claims/compliance/reporting requirements.
3. Attend Lacasa's all-staff meetings and annual meeting.
4. Participate in community and professional meetings as requested by supervisor.
5. Participate in Help-a-House and other Lacasa events as requested by supervisor.
6. Perform other duties as assigned by supervisor.

V. Hours and salary range.

1. Regular full time: 40 hrs. /wk.
2. Wage will be established commensurate with the skills and experiences of the employee within the salary/wage range.

VI. Job Qualifications

1. Undergraduate degree in Accounting.

2. Five years related experience in a governmental or non-profit setting preferred including responsibility for related financial software.
3. Strong organizational skills.
4. Ability to multi-task.
5. Strong verbal/written communication skills.
6. Intermediate-level capabilities with Microsoft Office products (Word, Excel).
7. Works well in a team setting.
8. Able to keep employee/client information confidential.

02/23/19