

**Job Title:** Staff Accountant 1  
**FLSA Classification:** Non-exempt/Hourly  
**Position Status:** Full Time  
**Department:** Finance  
**Supervisory Responsibilities:** None  
**Reports To:** Controller

## **Job Purpose**

The Staff Accountant 1 position provides accounting, compliance, financial reporting, and support for Lacasa subsidiaries, Lines of Business, and managers.

## **Essential Job Duties and Responsibilities**

### **Financial Management**

- Manage and monitor all general ledger activity for Lacasa subsidiaries (partnerships and LLC) including the monthly and annual closing process.
- Interface with Property Management staff to assure consistency of rental property information and reporting with financial reporting needs.
- Complete financial analysis as required to assist Line of Business managers in assessing financial and operating performance.
- Assist with annual Lacasa subsidiary budgets (partnerships and LLC).
- Assist with annual audit preparations for Lacasa subsidiaries (partnerships and LLC).
- Serve as backup for Staff Accountant 2 responsibilities.

### **Third-Party Compliance Reporting**

- Prepare all monthly, quarterly, and annual compliance reporting for Tax Credit partnership equity partners.
- Report all quarterly compliance requirements for NeighborWorks America including the Multi-Family Initiative program.
- Complete other third-party compliance reporting as identified.

### **Individual Development Account (IDA) Program Financial Administration & Compliance**

- Develop and maintain financial records to assure timely and accurate reporting of all IDA activity.
- Develop and maintain financial policies and procedures to assure appropriate review and approval of all related financial transactions.
- Manage the relationship with the participating financial institution(s) to assure transactions are processed within identified guidelines and that bank reporting integrates with Lacasa IDA software.
- Reconcile all Lacasa IDA bank accounts monthly.
- Support the Financial Empowerment Center in the application for funds and related compliance reporting.

### **Grant Management**

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

### **Payroll Processing and Reporting**

- Maintain all employee payroll/benefits documents and records and related payroll system data.
- Process weekly & bi-weekly payroll in Paylocity Payroll Software.
- Complete payroll upload to general ledger
- Calculate construction wages charge outs

### **Real Estate Holdings Subsidiary**

- Maintain and manage all general ledger activity for the LLC including oversight of financial transactions and reporting.
- Maintain all LLC property files and related record retention requirements.

### **Other**

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

## **Qualifications**

### **Education**

Bachelor's degree in Accounting preferred, though a combination of acceptable education and experience that has provided the necessary knowledge and skills to fulfill the requirements of this position may be considered, which included exercise of initiative, attention to detail, and independent judgment.

### **Experience**

- 5 years' related experience in a governmental or non-profit setting is preferred.
- Ability to handle sensitive and confidential data with integrity.
- Excellent verbal and written communication skills; able to communicate complex ideas simply and succinctly.
- Attention to detail and highly organized.
- Excellent clerical and computer skills: proficient or advanced skill in Microsoft Suite (Word, Excel, PowerPoint, Teams, and Outlook), Zoom, and experience with data management.
- Self-starter with careful attention to detail and strong sense of initiative and a process-improvement and continuous learning mindset.
- Proficiency in data entry and proofreading.

**Performance Factors**

- Respect for others and for Lacasa's mission and core values: **Respect Human Dignity, Work Together, Pursue Excellence, Build to Last**
- Excellent written and verbal communication
- Problem-solving and solution-driven mindset
- Collaborative and approachable
- Organized with attention to detail
- High quality of work
- Ability to work independently and manage time effectively
- Reflects a positive image to staff, volunteers, and community

**Working Conditions**

- Able to communicate and exchange information daily.
- Accepts moderate noise (i.e., business office with computers, phone, and printers, light traffic).
- Ability to remain at a computer terminal for an extended period.
- Able to lift a burden of 25 lbs. or less.
- Some weekends and evenings may be required.
- Some local travel required. Must provide a personal vehicle with adequate vehicle liability insurance.

*Don't meet every single qualification? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every qualification. At Lacasa we are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about this role but your experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyways and let us know why you may be just the right candidate for this role.*

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Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Hiring Manager/Supervisor Signature

\_\_\_\_\_  
Date

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*This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.*