**Job Details**

Level: Experienced

Job Location: CORPORATE OFFICE - Santa Rosa, CA

Position Type: Undisclosed

Education Level: 4 Year Degree

Salary Range: $72,800.00 - $74,880.00 Salary/year

Travel Percentage: Undisclosed

Job Shift: Day

Job Category: Accounting

**Description**

Specific Duties and Responsibilities: The following reflects Burbank Housing’s definition of essential functions for this job but does not restrict the tasks that may be assigned.

1. Reconcile general ledger, sub ledger, external ledger accounts.
2. Prepare and publish monthly financials.
3. Review monthly financials for anomalies, investigate causes, & recommend journals.
4. Prepare and post complex journals and uploads into accounting system (YARDI).
5. Quarterback, with minimum supervision, complex accounting transactions that support financial statement preparation, audit and tax support, and government compliance.
6. Understand, analyze, reverse engineer, and execute complex transactions across numerous variegated entities that include limited partnerships, general partners, and LLCs.
7. Interact with auditors and compliance officials and complete related schedules.
8. Review and code check requests for numerous companies and cash accounts.
9. Assist and execute impromptu requests for assistance.
10. Approve invoices for payment.
11. Process disbursements.
12. Bank reconciliations.
13. Support for numerous audits, tax returns, and compliance.
14. Other duties as assigned.

**Qualifications**

1. Commitment & enthusiasm towards achieving Burbank Housing’s Mission and Vision Statements. Positive attitude.
2. Ability to work cooperatively and effectively with a diverse group of people. Flexibility.
3. Oral and written communication skills.
4. Time management skills and ability to multi-task.
5. Very good feeling for materiality and the relative significance of items.
6. Ability to understand very complex business structures and transactions.
7. Any experience with affordable housing, low income housing tax credits, or real estate construction/management a big plus!

Qualifications Requirements: The requirements listed above are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made (except experience levels) to enable individuals with disabilities to perform essential job functions.

Education and/or Experience: A 4 year college degree in Accounting or the equivalent. Or, very good understanding of the full accounting cycle. In addition, at least 2 years 3 years work experience in bookkeeping or accounting. A combination of work and education experience may be acceptable. This job is more for an accounting mechanic than for a high concept finance person.