



## Staff Accountant

### **About NOAH**

**NOAH**, the Neighborhood of Affordable Housing, is an East Boston based community development corporation structured to collaborate with and support residents and communities within the Rte 495 region in their pursuit of affordable housing strategies, environmental justice, community planning, leadership development, and economic development opportunities.

**NOAH** eagerly partners with those residents, neighborhood entities, municipalities or groups that share similar values and goals in order to improve standards of living, build community, and create social/economic opportunities, especially for low and moderate-income persons, families and disadvantaged groups or areas.

**NOAH's** goals and programs are built on a commitment to equality, fairness, diversity and respect for all people.

**NOAH's** core programs include homeownership, community building and environment, housing services and real estate development.

**NOAH's Affiliates** include NOAH Community Development Fund, Inc., Peace Properties Inc., Paz Properties, Inc., Shalom Properties, Inc., Pace Border LLC, Amani Properties LLC, Sicochain Properties Limited Partnership, NOAH Trinity Limited Partnership, Inc. and 143-153 Border Street Condominium Association.

### **Position Overview**

The Staff Accountant will be responsible for working with the Director of Finance, Executive Director, Department Managers and Loan Servicer. He/she will report to the Director of Finance. The critical work objectives are to manage all financial accounting/operations of the organization and manage all external accounts and relationships. The Staff Accountant will be responsible for providing excellent customer service. Success requires effective cross-functional management with members of other departments. The Staff Accountant will also be involved in projects which may require Excel skills, some cost/managerial accounting knowledge and ability to train other non-finance staff.

### **Specific Responsibilities for Financial Accounting for all entities:**

- Manage all general ledger and subsidiary journals, including cash receipts, cash disbursements, accounts payable, accounts receivable and payroll accounts
- Reconcile accounts payable, accounts receivable and petty cash accounts on a monthly basis
- Process cash disbursements on a weekly basis



- Reconcile all loans, mortgages, lines of credit, prepaid expenses and depreciation; maintain separate schedules in excel for reconciliation and audit purposes
- Maintain journals for rent receipts for all properties
- Reconcile all credit card purchases to monthly statements
- Manage monthly billings and financial reports for NOAH's federal contracts
- Manage all systems and reconciliation processes with the Real Estate Development Department
- Assist in preparing financial reports and analysis for monthly meetings with the Executive Director, Department Managers and Board of Directors
- Assist in the annual budgeting process
- Work closely with the Director of Finance and Loan Servicer to manage all customer accounts in NCDFI's loan portfolio
- Work closely with the Loan Servicer to manage all customer accounts with Neighborhood Housing Services of America (NHTSA)
- Provide audit support and maintain audit schedules as required
- Works closely with the Director of Finance to ensure compliance with generally accepted accounting principles (GAAP)

#### **Specific Responsibilities for Operations:**

- Process and input payroll information for payroll vendor on a bi-weekly basis as needed
- Make daily cash deposits in multiple bank accounts for all companies (other assigned staff make deposits as well)
- Manage all vendor relationships and resolution of billing issues
- Manage the purchase order process for the organization
- Ensure compliance with NOAH's internal control procedures and other policies and procedures
- Perform daily back-ups for the MIP system
- Assist in processing 1099 forms and other forms relevant to the organization
- Assist in special projects and financial analysis as needed
- Manage postage meter

#### **Additional Qualifications:**

- BS/BA preferred
- Related experience preferred but not necessary
- Knowledge of non-profit accounting standards, FASB 116 & 117 preferred but not required (will train)
- Knowledge of OMB regulations for non-profits, A-122, A-133 and A-110 preferred but not required
- Excellent analytical and organizational skills



- Excellent excel skills required
- Willingness to be flexible and adaptable in a fast-paced environment
- Team-player with a positive attitude and the ability to interact with all levels of the organization
- Knowledge of MIP accounting systems a plus

Please send resume and cover letter to:

Neighborhood of Affordable Housing, Inc.  
143 Border Street  
East Boston, MA 02128

Attn: Stephanie Cleary, Interim Director of Finance  
[scleary@noahcdc.org](mailto:scleary@noahcdc.org)