



Jamboree

We're looking for dedicated team members to join Orange County's largest nonprofit developer of high quality affordable housing and services that transform lives and strengthen communities.

Title: Senior Accountant
Manager: Assistant Controller
Status: Full-time
Location: Irvine, CA
Date: 8/9/2021

Applicants may apply directly at: <https://jamboree.synchr-recruit.com/jobs>

Primary Objective of Position:

The Senior Accountant (SA) is responsible for the maintenance and control of project construction accounting books and for preparation of construction draws, including predevelopment draws funded internally and externally. The SA will prepare the monthly and quarterly reports for partnership investors and lenders. The SA will coordinate cost certification audits and tax returns for partnerships and nonprofit organizations.

Major Areas of Accountability:

- Coordinate the setup of the draw template for use through the predevelopment and construction period.
- Prepare draws monthly, coordinate approval process, submit draws to lenders, track draws until funded and initiate wire transfer payments.
- Provide development staff with analyses of accounts, payments to vendors, and other financial information as requested.
- Assist with loan closings and conversions.
- For partnerships: book year end closing entries or work with property management on closing entries, provide auditors with all requested items, review draft audits, route audits for approval, distribute final audits, book audit entries or work with property management on posting audit entries, calculate cash distributions and coordinate payments. Route tax returns for approval. Coordinate cost certification process: provide auditors with all requested items, review draft cost certification and route for approval
- For nonprofits: prepare schedules for auditors, coordinate fieldwork, review draft audit.
- Back up for payroll processing
- Other duties as assigned

Level of Education, Experience and Skill Set:

- Proficient in Intacct, Excel, Word, Outlook, Internet
- Skilled at performing multiple tasks simultaneously
- Analytical and detail-oriented; strong organizational and communication skills
- Bachelor's degree in Accounting preferred
- CPA required
- 4 years' experience in Construction Accounting
- Audit coordination experience required
- Construction draw experience preferred
- CA driver's license and current automobile insurance
- Some use of personal vehicle

Physical Demands:

The Senior Accountant is required to talk and hear. The employee is often required to sit and use their hands and fingers to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb, balance, twist, lean, move from one location to another and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close and far vision. Ability to operate a computer keyboard, and lift files and reports. Exposure to glare from a computer. Must be able to lift 25lbs and travel via automobile and/or plane 25%.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

The work environment will usually be in a professional office setting, with possible shared workspace. The noise level is usually quiet to moderate. When traveling or on-site, the environment may change dependent upon activity taking place.

JAMBOREE BENEFITS

