



Portland Community Reinvestment Initiatives, Inc.

*"MEETING THE AFFORDABLE HOUSING NEEDS OF THE COMMUNITY"*

### Job Description – Property Accountant

<b>Job Title</b>	PROPERTY ACCOUNTANT	<b>Department:</b>	FISCAL
<b>Reports To</b>	FISCAL MANAGER	<b>Salary Range :</b>	BASED ON EXPERIENCE \$24.00 - \$27.00
<b>FLSA</b>	NON-EXEMPT	<b>Revision Date:</b>	12.19.17

#### About PCRI

Portland Community Reinvestment Initiatives, Inc. is a non-profit community development corporation with a mission "to preserve, expand and manage affordable housing in the City of Portland and provide access to and advocacy for services to our residents". With over 800 units of affordable housing, PCRI's unique mix of single-family homes, small multi-plexes and community apartments represents one of the last stable opportunities for low-income households to remain in their vibrant Portland neighborhoods. These homes and apartments are woven into the fabric of their neighborhoods and are a model for eliminating concentrations of poverty.

To accomplish PCRI's goal of addressing involuntary displacement, PCRI established a displacement mitigation initiative, Pathway 1000, with the sole purpose and intent of slowing and reversing the involuntary displacement of long term residents previously forced to move from N/NE Portland, and current residents at risk of displacement. Through the Pathway 1000 initiative, PCRI aims to build and create at least 1,000 homes in the next 10 years, many of which will be available to purchase. The homes will be located throughout the city of Portland, with the primary focus on the N/NE Portland neighborhoods where displaced families previously resided.

#### Position Summary:

The Property Accountant reports to Fiscal Manager and is responsible for updating and maintaining the General Ledger, maintaining fixed asset and work in progress accounts, regulatory reporting, account reconciliation, cash monitoring, maintenance the accounting system, assisting with budget and audit preparation.

#### Essential Functions:

- Review all General Ledger accounts for accuracy and reconcile to sub-ledgers.

- Reconcile all bank accounts monthly and investigate cash variances between bank accounts and the general ledger.
- Assist in preparation of cash projections and monitor daily cash balances.
- Perform monthly General Ledger tie outs for month end close.
- Reconcile debt service payments to schedules on a monthly basis.
- Prepare monthly accrued expenses and accrued revenue entries.
- Prepare and process monthly replacement reserves payments.
- Allocate administrative & other indirect cost to contracts and properties.
- Track all grants, prepare grant invoices and prepare grant reports for management.
- Maintain fixed asset and inventory sub-ledgers.
- Apply costs to work orders and allocate to properties.
- Assist with external reporting to appropriate funders.
- Assist with audit process.
- Other tasks as assigned by the Fiscal Manager, Deputy Director or Executive Director.

**Education and/or Experience:**

- Bachelor's Degree in Accounting with 3-5 years of experience in the areas of Real Estate, Property Management or Non-Profit accounting.
- YARDI Property Management Software accounting experience.

**Qualifications:**

- Self-motivation and self-organization is essential.
- Superior verbal, written, analytical and interpersonal communication skills.
- Knowledge of accounts payable, accounts receivable and maintaining general ledgers.
- Ability to maintain a high level of accuracy in preparing and entering financial information.
- Ability to work creatively with management and department staff to achieve maintenance objectives.
- Ability to meet deadlines and work efficiently and effectively under pressure and with Executive Director and Department Managers as necessary.
- Ability to maintain confidentiality concerning financial files.
- Ability to climb stairs several times a day. Physical ability to bend, stoop, twist, reach and pull.

**Necessary Knowledge, Skills, and Abilities:**

Thorough understanding of Generally Accepted Accounting Principles (GAAP).  
Microsoft Office: WORD, EXCEL, OUTLOOK

**Supervisory Responsibilities:**

This job has no supervisory responsibilities.

**Compensation / Benefits:**

Salary is commensurate with qualifications and experience. PCRI provides a generous benefits package that includes 10 days of paid Vacation after the completion of one year of employment that increase over time to 20 paid days. In addition to paid vacation, PCRI's annual benefits package includes 9 days of paid Sick Leave and 3 days of paid Personal Time Off, 10 paid holidays, employer-paid health coverage (medical, dental, vision) that requires a contribution for employee if dependents added to plan, Long Term Disability Insurance, 403(B) employer match contribution of up to 3% of employees annual salary. Voluntary benefits include: Life Insurance, Short Term Disability insurance, critical and accidental insurance.

**Work Environment:**

PCRI is a fast-paced, highly engaged work environment. We strive to communicate effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities and cultural backgrounds. We actively seek opportunities for professional development for our staff and promote a willingness to change for continual improvement.

PCRI is an EEO employer committed to the inclusion of all people in our workplace and programs.

Fiscal office is located on 3rd floor of office building with no elevator.

Undergoing and passing a pre-employment criminal background, drug test and physical exam is required.

**Reasonable Accommodations:**

To perform this job successfully, an individual must be able perform each essential function and the physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Application Process:**

Interested candidates should submit a resume and a cover letter addressing qualifications for the position, to the attention of Tamara Trofimenko, HR Manager. PCRI, 6329 NE Martin Luther King Jr. Blvd, Portland, Oregon, 97211, by email at [jobs@pcrihome.org](mailto:jobs@pcrihome.org), or fax to (503) 943-2844. This position is open until filled. Please note that only those candidates selected for an interview will be contacted.