



Alliant Community Management Company Job Description: Senior Manager (Accounting)

Department Overview

At Alliant Communities, we are dedicated to creating inclusive communities which provide safe, attainable, and affordable homes for individuals and families of all backgrounds. Our team has decades of combined experience creating and managing affordable multifamily communities with varied amenities for residents. We continually strive to create attainable high-quality living experiences in all the communities we create.

Primary Responsibilities

Accounting and Financial Controls:

- Evaluate financial transactions and suggest appropriate treatment.
- Propose and establish procedures on handling various transactions.
- Keep variety of lists up to date, such as master bank account list, REO and other supporting schedules.
- Ensure accounting responsibilities follow the company's internal control.
- Responsible for day-to-day accounting, prepare journal entries, make necessary adjustments. Ensure all transactions are accounted for in accordance with U.S. GAAP and company policy and procedures.
- Prepare comprehensive analysis of all activities for assigned entities and perform various reconciliations between the accounting system and other sources to confirm accuracy.
- Coordinate with Chief Financial Officer with the month-end close process, verifying integrity and accuracy of the general ledger, investigate variances, identify and resolve issues. Prepare supporting schedules and record accruals.
- Reconcile various bank accounts, monitor cash position, ensure timely correction of transactions and follow up as needed.

Financial Reporting:

- Prepare and maintain supporting schedules to the Financial Statements (e.g. Depreciation and amortization schedules).
- Prepare monthly/quarterly GAAP-compatible financial reports Gather and compile information as needed by auditors for audit, cost segregation study, cost certifications and tax returns. Work with auditors to ensure timely completion.

General:

- Supervise and define responsibility for junior level staff
- Respond to special request for information internally and externally.
- Assist with other special projects as needed.



Education and Experience

- BS/BA in accounting or finance strongly preferred. CPA a plus.
- The position requires a solid knowledge of GAAP.
- 7+ years of experience in the detail noted below:
- Real estate accounting experience a plus or accounting experience in property level of fund level accounting.

Knowledge, Skills and Abilities

- Energetic, flexible team player with the ability to adapt in a fast-paced environment.
- Must have strong accounting, analytical, and problem-solving skills.
- Requires strong communication skills, written and oral, through various levels of the organization.
- Strong time management and organizational skills.
- Detail-oriented, works effectively and efficiently.
- Highly skilled in various aspects of Excel.
- Proficient in QuickBooks online and Yardi softwares.
- Proficient with other Microsoft Office products.
- Takes initiative, maintains an ownership approach to problem-solving, committed to ensuring accounting best practices are in place, and regularly goes above and beyond role.
- Ability to meet key deadlines and multitask.
- Ability to show ownership of your work, take on challenges and acknowledge growth opportunities, and demonstrate patience when learning new processes
- Courtesy, respect, and thoughtfulness in teaming with colleagues and other stakeholders