



## **Alliant Communities Preservation Job Description: 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:**

- Focus on full cycle A/P process:
  - Receiving invoices
  - Preparing construction draws
  - Invoice coding
  - A/P invoice processing
  - Payment processing
- General accounting duties including but not limited to:
  - Journal entries
  - Assist in the preparation of monthly, quarterly and annual financial reports
  - Monthly bank reconciliations
  - Analyze monthly budgets and reports with the construction and acquisitions team
- Working with lenders, contractors, consultants, and other vendors
- Eager to learn and grow with a dynamic team
- Other Duties at may be assigned

### **Education and Experience**

- 2-5+ years of relevant experience in accounting
  - Bachelor's degree in accounting, business, finance, real estate, economics or math a plus Relevant work experience in the aforementioned industries a must in order to be able to follow along with the widely accepted real estate and finance principles and terminology.
- General computer software proficiency and comfortable with all computer programs needed within the industry including the following:
  - Expert in Microsoft Excel
  - Proficient in Microsoft Word, Outlook, PowerPoint and Teams
  - Proficient in Adobe Acrobat
  - Proficient in QuickBooks Online
  - Yardi experience a plus
  - Eager and able to quickly learn any new accounting, real estate or construction software.
- Extremely detailed oriented and organized with the ability to multi-task on various projects for different departments.
- A willingness to collaborate as part of a team and support the office, as needed
- Demonstrated interpersonal skills are required, along with the ability to build strong relationships with staff at all levels