

## **RIHousing – Junior Accountant**

**Salary Range - \$48,830.80 - \$70,661.04**

RIHousing is committed to creating a diverse environment and is proud to be an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

### **What it's all about:**

This position is responsible for daily accounting functions and accurate and timely postings of financial transactions for RIHousing's various programs as well as support for the Finance Division. The position is responsible for maintaining records and accounts, analyzing ledgers, preparing wire transfers, and processing cash receipts, cash disbursements and grant activity.

### **What you'll do on a daily basis:**

- Post cash receipts to the appropriate general ledger accounts using Cash Management system. Reconcile daily activity posted to bank balances. Prepare bank deposits and initiate ACH and wire transfers. Resolve discrepancies with deposit relationships.
- Balance all daily transactions posted in Accounts Receivable subledger to the General Ledger.
- Process loan fundings.
- Provide grant accounting functions including tracking awards by sub-recipients, review and approval of grant disbursements in accordance with grant awards and budgets, and reporting as needed. This includes the ability to understand and adhere to grant requirements.
- Maintain accurate accounting records and controls by following policies and procedures; complying with federal, state and local financial and legal requirements.
- Perform customer service functions in a professional manner. Customer service interaction includes both internal and external customers. Communicates with servicers, trustees, vendors, grant program coordinators and other government agencies.
- Prepare reports as required by Treasury, State of RI, HUD, IRS or RIHousing management. Such reporting may include grant reporting and compliance related to audits, IRS Forms 1098 and 1099 reporting and reporting to Loan servicing and Home ownership departments.
- Ability to work under time pressure and adherence to deadlines are important for success in this role. Ability to independently manage priorities.
- Recognize peak times and complete high volume of tasks and seek additional tasks and opportunities for cross training during low volume periods. Participate in special projects or research as required.

**What you'll bring to the team:**

- Process and apply cash receipts.
- Process disbursements including check requests, ACH payments and wire transfers.
- Enter data into the general ledger and subsidiary systems in an accurate and timely manner.
- Prepare invoices and generate financial reports.
- Maintain records of financial transactions related to grant programs.
- Prepare and file compliance and other reports such as government compliance, grant compliance, IRS forms etc.
- Perform special projects/research as needed.
- Understand the applicable policies, procedures, controls and authorization levels as they relate to the Junior Accountant's job function.

**What you'll need to succeed:**

- Bachelor's degree in accounting, business administration or related field is preferred
- 2-3 years experience in accounting functions such as accounts payable/receivable or cash management
- Knowledge of federal/state housing assistance programs
- Hands on experience working with general ledger and ERP systems
- Strong analytical and problem-solving skills, detail oriented
- Ability to work in multi-project environment and adhere to deadlines
- Strong communication skills
- Proficiency using Microsoft Excel

**Not sure you meet all the qualifications? Let us decide!****Why RIHousing:**

- Mission-Driven Organization
- Dedicated Workforce
- Competitive salary
- Parking Stipend
- Medical/Dental/Vision/Life Insurance
- Paid Time Off
- Retirement Options
- Flexible Work Hours
- If Position Eligible, Future Hybrid Work May Be Available
- Education Reimbursement
- Onsite Fitness Classes
- Volunteer Days
- Winner of "Best Places to Work" 2016, 2018, 2019, 2021, 2022, 2023
- PBN's Worksite Health Award 2013-2023
- PBN's Diversity Equity Inclusion Award 2023

**RIHousing** strives to ensure that all people who live or work in Rhode Island can afford a healthy, attractive home that meets their needs. A good home provides the foundation upon which individuals and families thrive, children learn and grow, and communities prosper.

To achieve our mission, we:

- Offer fair, affordable, and innovative lending programs.
- Provide housing-related education to consumers and others.
- Promote and finance sensible development that builds healthy, vibrant communities.
- Provide housing grants and subsidies to Rhode Islanders with the greatest need.
- Team up with partners to improve everything we do.

**RIHousing** uses its resources to provide low-interest loans, grants, education, and assistance to help Rhode Islanders find, rent, buy, build, and keep a good home. Created by the General Assembly in 1973, RIHousing is a privately funded public purpose corporation. RIHousing requires its employees to be highly motivated and knowledgeable, have a sound understanding of the changing needs of Rhode Island's housing market, be willing to work within and toward a smoothly integrated operation, demonstrate a commitment to serve the people of Rhode Island, especially those with low and moderate incomes in need of safe and affordable homes, and possess a high level of integrity and deep respect for all Rhode Islanders, including customers, partners and fellow employees.