

Justine PETERSEN Housing and Reinvestment Corporation
Title: Accounting Manager
Reports to: Linda Clark



Justine PETERSEN Housing and Reinvestment Corporation's mission is to connect institutional resources with the needs of low- to moderate-income families so they can build long- term assets. Justine PETERSEN (JP) achieves this goal through its products, which include credit building and financial education, homeownership preparation and retention, and micro-enterprise lending and training. Our people-centered financing breaks barriers and economic divides by building equity, wealth, and financial freedom for diverse families and neighborhoods. JP is a Missouri not-for-profit 501(c) (3) corporation and wholly owns a Community Development Financial Institution (CDFI), certified by the U.S. Department of Treasury

Job Description:

Seeking a career employee to transition into a senior Accounting position within the next three years.

Job Responsibilities:

- I. Be Responsible for Agency and Program Budgets
 - a. Coordinate Annual Budgeting Progress
 - b. Track income and expenses against approved budget, work with COO to adjust budget as required
- II. Maintain all capital (debt/equity) instruments and legal documents
 - a. Maintain accurate debt schedule
 - b. Request and account for all loan draws and disbursements
 - c. Pay all capital invoices from appropriate account in a timely manner
 - d. Coordinate Capital Renewal
 - e. Monitor asset-liability match between loan portfolio and capital source
- III. Accounting
 - a. Set up new Loan Funds in TEA and Quickbooks
 - b. Monitor and make recommendations for cash management.
 - c. Monitor use of credit card machine.
 - d. Assist to reconcile monthly bank statements
 - e. Assist to enter loan payments into Quickbooks using TEA clearing account
 - f. Assist to monitor and invoice accounts receivable
 - g. Assist to maintain records in Quickbooks and TEA
 - h. Assist to track program allocation of income and expenses
 - i. Assist to track restricted/ unrestricted income and deferred revenue
 - j. Assist to prepare quarterly financial statements and present for Board
 - k. Assist to prepare audit schedules and develop relationship with auditing firm
- IV. Grants Management & Compliance

- a. Manage all state and federal registrations
- b. Prepare financial projections, budgets and budget justifications for grant applications as needed
- c. Prepare grant reports for federal and other funders as needed
- d. Monitor expenses and request reimbursement from federal and other funders
- e. Monitor grant salary allocations

V. Other Duties as Assigned

Minimum Qualifications:

CPA License

Minimum of 5 years of accounting experience

Experience in Supervision, Public Accounting, Financial Services or NFP helpful

Knowledge of accounting regulations, concepts, consolidations, some IRS tax

Hours are upwards of 45 hours per week.

This job might be for you if:

You think on your feet. You like learning new things, and you can learn them quickly. When things change, you know how to roll with the punches.

You're a self-starter. You are self-confident. Armed with knowledge of your job and organization you are always looking to make things better for your clients and team.

You are a problem solver. You might not know the answer yourself, but you're going to figure it out.

You pay attention to details. As far as you're concerned, anything worth doing is worth doing right, every single time. You stay focused, and nothing falls through the cracks on your watch.

You might not be a tech wiz, but you learn new programs quickly.

You communicate clearly. You can explain just about anything to anyone, and you're comfortable communicating via email and on the phone.

You can work in an open and lively office.

You believe that a holistic people-centered asset building approach can make a visible difference in the lives of diverse families. You embrace that building credit by accessing and managing financial products is a powerful way to build assets, especially for low-income people.

As Accounting manager you will be responsible for supporting improvements, exceeding program goals, running day-to-day operations, and managing other staff and/or multiple programs.

How to apply:

Email your resume and cover letter to CStuhl@justinepetersen.org. In your cover letter, please provide a roadmap for your resume and experience: What parts of your resume should we pay particular attention to? Why are you a great fit for this position? In particular, we would like to know about your

experience managing a team, providing excellent customer service and demonstrating superior attention to detail.

Full-time position

Job location: St. Louis Office

Salary Range: \$60K - \$70K based on experience

Please visit our website at www.justinepetersen.org. EOE