

Justine PETERSEN Housing and Reinvestment Corporation
Title: Accounting Manager



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 Responsibilities:

- I. Payroll and Benefits
 - a. Work with HR to make sure that payroll withholdings are properly documented and calculated correctly.
 - b. Process payroll bi-monthly
 - c. Reconcile and transfer HSA, 401k, and employee loan payments into employee's accounts
 - d. Code and enter payroll into financial management software
 - e. SLIP Payroll
 - f. GLG Payroll

- II. Accounting
 - a. Manage and assist Accounting Associates cross training and work
 - b. Record and transfer payments into appropriate bank account
 - c. Code and enter invoices, payroll, fixed and standard Journal entries
 - d. Oversee Bank reconciliations
 - e. Code and enter payroll into MIP semi-monthly
 - f. Code and enter monthly closing entries (depreciation, accrued interest, etc.)
 - g. Calculate, code and enter variable standard Journal entries

- III. Reconciliations
 - a. Manage and reconcile all Bank accounts
 - b. Reconcile Discrepancies in various General Ledger accounts
 - c. Reconcile and process transactions that are complex in nature
 - d. Prepare monthly reconciliations for all Balance Sheet accounts, including documentation to support all balances
 - e. Manage all monthly reconciliations
 - f. Perform Revenue and deferred account reconciliations

IV. General Ledger

- a. Maintain a master list of Journal entries
- b. Record supporting information for all journal entries
- c. Ensure reversing entries occur
- d. Maintain accurate balance sheet
- e. Support fixed assets
- f. Assist with Month end and process and Quarter end preparation
- g. Prepare standard and recurring monthly journal entries
- h. Record intercompany transactions and reconcile balances with intercompany entities

V. Other Duties as assigned

- a. Prepare for financial audits and assist the Director of Finance with the audit process
- b. Manage PR, GL Processing, and Account Reconciliations
- c. Assist Director of Finance with other duties as assigned

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 have at least a Bachelor's degree and at least three years of experience in accounting. CPA or CPA eligible preferred.

How to apply:

Please send a resume and cover letter to Suzanne Iovaldi, siovaldi@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 providing excellent customer service and demonstrating superior attention to detail.

Full-time position (40+ hours/week)

Job location: St. Louis Office

Salary Range: \$60,000 - \$70,000, commensurate with experience

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