



Job Title: Senior Accountant	Classification Title: Manager	Team: Finance Team
FLSA Classification: Exempt	Reports To: Finance Director	Effective Date: November 2024
Job Family: Manager	Corporation Assignment(s): Virginia Beach Community Development Corporation	Office Location: 2400 Potters Road Virginia Beach, VA 23454
		Remote Eligibility: Partial

This position works effectively with leaders and partners across the organization to help VBCDC become more effective in delivering its mission, by providing insightful analysis and counsel, playing a key role in budgeting, forecasting and long range planning, managing payroll, and performing other essential accounting and finance functions.

Primary Duties and Responsibilities (Essential job functions)

- Ensures timely processing and posting of transactions in Realpage
- Perform analysis and provide monthly variance reports to the Finance Director
- Perform monthly reconciliations on all bank accounts
- Assist in the yearly audit, including preparation of audit work papers, resolution of audit questions;
- Assist with updating software, internal controls, accounting and fiscal policies and procedures;
- Assist in compliance with federal, state and local tax requirements, as well as bank, creditor and donor financial reporting obligations;
- Annual and periodic reporting: Assist in preparation of budgets, internal and external financial reports;
- Ensure completion of all federal grant and state contract reporting;
- Assist in the process and preparation of the financials for the Monthly meetings of the Board of Directors;
- Understands all aspects of A-133 (Uniform Guidance) compliance to ensure timely compliance with all Federal laws;
- Undertakes or supervises special assignments as directed and assist with ad hoc assignments and projects as needed;
- Participates in the development and implementation of team projects and participates as a member of the Leadership team and other work groups as needed;
- Performs routine administrative tasks as required: completes internal and external forms; composes and submits correspondence, emails, memoranda, and reports; reviews, comments, and approves forms, memoranda, reports, and other documents; and acts to assure proper documents management;
- Supports and actively builds the “Family Style” corporate culture and adheres to VBCDC values in oral and written communications, and behavior;
- Works within the team and among organizational teams to ensure that decisions are made to further the organization’s goals and vision;

Minimum, Education, Experience, Skills and Character Requirements

- Bachelor's degree in accounting, finance or related field from an accredited college or university or equivalent work experience;
- Five years of experience in a non-profit organization. Financial analysis, public finance or accounting is required;
- Two years of affordable housing experience preferred;
- Strong Accounting Software experience is required;
- Experience in dealing with the full cycle of accounting transactions;
- Mission driven: A strong passion for providing all Americans with affordable housing;
- Excellent organizational, innovation, customer service and time management skills;
- Demonstrated excellence in leadership;
- Operational knowledge of personal computers and mastery level knowledge of the overall Microsoft Office Suite to include spreadsheet software;
- Operational knowledge of all related software and web-based services;
- Mastery of highly influential presentation skills suitable for board and large group events;
- Ability to provide clear work instructions; compose technical reports; and respond to questions on a variety of job-related matters;
- Extensive human relations skills, particularly leadership, consulting, negotiating,
- Ability to translate complex financial concepts to individuals at all levels of the organization;
- Strong collaborative management style and behavior;
- Demonstrated ability to build internal alliances and external partnerships;
- Ability to comprehend, understand, and interpret organizational and environmental factors that could affect the success of projects and programs;
- Handle multiple projects simultaneously.

Physical Demands/Work Environment

While performing the duties of this job, the employee is frequently required to sit, talk, see, or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds. The employee must have a valid driver's license and own an automobile which can be used for travel during the work day **or have access to transportation to fulfill job duties as required.** Employee must be available for local travel up to 10% of the workweek and work hours that may include evenings and weekends.