

In the spirit of collaboration, excellence, and innovation, we at Linc housing are committed to building and preserving housing that is affordable, environmentally sustainable and a catalyst for community improvement. Our team works hard to address California's homelessness crisis by building supportive housing and addressing the affordable housing needs of California's diverse population.

We are proud of and inspired by our mission to build communities and strengthen neighborhoods for people underserved by the marketplace. Our feats could not have been achieved without the resilience and drive for excellence put forth by our team. If you are interested in joining a team of dedicated, caring, and talented individuals inspired to make change, you have found the right place.

Class Title: Development Accountant

Position Status: Full Time

FLSA Status: Exempt

Preferred Hiring Range: \$69,950 to \$82,294

Full Range: \$69,950 to \$94,648

Pay is determined based on experience, skills, and internal equity.

General Nature & Scope of Work

The Development Accountant reports directly to the Development Accountant Manager. This position works closely with the Housing Development department to ensure projects remain within budget.

Illustrative Examples of Work/Essential Functions

- Compiles and reviews all draw packages for completeness; monitors submission of draw packages to lenders
- Prepares job cost reports
- Works with Accounting to develop policies and procedures for development accounting
- Reviews financials to budget and works with Project Managers to keep projects in line with their budgets
- Oversees invoice processing. Enter payables and apply to contract.
- Coordinating of Pre-Development and Construction phase thru stabilized property
- Year-end audits/compilations, cost certifications
- Generates reports utilizing Yardi
- Performs additional duties as assigned

Knowledge, Skills & Abilities

Knowledge of:

- Development and job cost practices
- Preparation of draw packages
- Contract Management in Yardi a plus
- Experience with major systems
- Accepted methodologies for budgeting and cash forecasting

Skill Level:

- Strong analytical skills dealing with financial data and budgets
- Superior writing and communication skills
- Proficient in the use of personal computers and related software applications
- Strong attention to detail

Ability to:

- Analyze and monitor budgets
- Provide feedback to Project Managers on development project financial status
- Set priorities in a fast-paced environment
- Yardi Voyager a plus
- Affordable Housing experience a plus

Education & Experience

A combination of education and related experience may substitute for education requirements.

- Working towards a BA in Finance or Accounting, or related field and
- 2 to 5 years' experience in real estate development accounting or related field, demonstrating solid understanding of job costs, real estate accounting principles, and financial statement preparation

Physical Demands/Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office environment under pressure and requires the ability to quickly adjust to changing priorities and demands
- While performing the duties of this job, the employee is frequently required to sit and use a keyboard
- Travel by various modes of private and commercial transportation within the region may be required.

The statements contained in this position description reflect general details as necessary to describe the principle functions of this position, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.