



Staff Accountant - Finance
(Salary Range \$55,300 - \$72,300 with benefits + flexible schedule)

DEVELOPING THRIVING COMMUNITIES

DevNW and our partners, Community Lending Works (CLW) and Neighborhood Building Corporation (NBC) are fostering vibrant, inclusive communities by prioritizing housing, asset development, wealth building, and small business development. To do this work we are deconstructing pervasive systems of oppression such as racism, classism, or sexism that maintain persistent disparities and perpetuate deep imbalances in power, opportunity, and wealth.

We are seeking a detail-oriented and motivated **Staff Accountant** to join our team. This is an opportunity to join a strong team of accountants and colleagues and contribute to many areas of DevNW's work and mission by ensuring accurate recording of the organization's financial activity and providing program staff with financial information key to their work. This position is funded for the next 18 months with Community Capacity Building Funds, and will enable our Finance Department to focus on building robust and sustainable policies and procedures for the future. DevNW will be working with Medicaid and other funding sources during that time to make it permanent.

It is CRITICAL that you have...

- A Bachelor's degree in Accounting or a closely related field with substantial accounting coursework
- Advanced working knowledge of Excel, experience with proprietary accounting software and the ability to learn new software systems
- Attention to detail and problem-solving skills
- Ability to develop and maintain cooperative and team-oriented working relationship with a wide range of people, including other finance team members, DevNW/CLW/NBC employees, tenants/home-owners, and representatives from funding sources, regulatory agencies and banking partners
- Strong commitment to effective and supportive communication of complex financial concepts with people of varying levels of knowledge and background

Example tasks/responsibilities for the Real Estate Staff Accountant:

- Record real estate transactions in Abila MIP, including loan payments, property sales/purchases, rents and fees due from tenants and homeowners, etc.
- Prepare monthly journal entries and reconcile assigned accounts related to real estate including project bank accounts, tenant security deposit liability, prepaid expenses and similar
- Prepare reports for managers of the real estate and asset management portfolios to support operations reviews, construction draws, financing applications and similar
- Regularly review tenant/homeowner accounts receivable and work with asset management to support collections and accurate recording
- Review deposits and upcoming transactions with RED analysts and Treasury Specialist to ensure cash is located in the appropriate accounts and is available to pay expenses as required
- Meet regularly with the Real Estate Development and Asset Management teams to stay informed about projects and expenses and communicate this information with the rest of the Finance team as needed



Staff Accountant - Finance
(Salary Range \$55,300 - \$72,300 with benefits + flexible schedule)

DEVELOPING THRIVING COMMUNITIES

It is GREAT if you have...

- 1 – 3 years of accounting work experience
- Experience providing accounting support for real estate development or asset management
- Experience working for a non-profit

It is a BONUS if you also have...

- Ability to read, write and speak Spanish
- Experience with Abila MIP or a similar non-profit/fund accounting software (SAGE, etc.)

Apply for this opportunity to support DevNW’s suite of programs and services by providing an introduction letter detailing your interest that includes the following by priority date January 27th to careers@devnw.org:

1. Describe how your journey thus far has prepared you for the Critical Contributions of this position.
2. Detail your experience in the following areas: general ledger account reconciliations, management of accounts receivable, recording of complex financial transactions related to real estate, working with diverse teams on complex projects such as developing and bringing online rental properties.
3. Current resume

DevNW is an Equal Employment Opportunity Employer. All qualified persons are encouraged to apply. Applications for employment will be considered without regard to race, color, national or ethnic origin, religion, gender, gender identity, sexual orientation, marital status, age, disability, and any other characteristic protected by applicable law.

Studies have shown that women and people of color are less likely to apply for jobs unless they meet every one of the qualifications listed. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you meet key qualifications for the job, and believe you would be the best fit, we would encourage you to apply; please use your cover letter or introductory email to explain how you will accomplish parts of the job for which you have less experience. If you are unsure whether you meet the qualifications of this position, please feel free to contact us.

DevNW values diversity and supports a welcoming, inclusive environment where all of our employees can thrive. We value a workforce that is representative of the communities we serve.