

Montgomery Housing Partnership (MHP) is seeking a full-time **SENIOR ACCOUNTANT** to serve in the Finance Department. Reporting to the Controller, the Senior Accountant will be responsible for supervising all accounting and reporting activities and will act as support to the Controller.

Who we are: MHP is an active and growing nonprofit organization, founded in 1989, that develops, acquires, rehabilitates, and builds quality homes to meet the growing need for affordable housing in Montgomery County and neighboring communities. MHP's community-based projects and programs include providing affordable rents, developing educational programs for residents to develop skills that expand their opportunities and balance their lives, and implementing neighborhood revitalization efforts in communities impacted by economic challenges and mass transit construction.

Primary Responsibilities:

- Prepare monthly, quarterly and yearly journal entries
- Capitalize and depreciate fixed assets for multiple entities
- Monthly, quarterly, and yearly balance sheet reconciliations
- Assisting in the cost certification process
- Recording intercompany loans and interest
- Monthly billings to subsidiary and partnership entities
- Assisting with the preparation of grant budgets and periodic grant reporting
- Reconciling the restricted fund on a monthly basis
- Preparing yearly personal property tax returns
- Preparing yearly audit schedules and assisting in the audit process
- Work with Controller to create strong processes and procedures
- Cross-training within the department
- Other ad-hoc reporting as needed

Qualifications:

- Accounting degree required
- Job costing and non-profit accounting experience preferred
- Advanced Excel and Word experience preferred
- Detail-oriented and ability to work with confidential information and integrity
- Strong organization and communication skills

Compensation: Salary will be based on applicable experience.

Application Process: To apply, submit your resume and a one-page cover letter with your salary requirement, to hrjobs@marcumllp.com or to Lina.davila@marcumllp.com. Please include the job title "**SENIOR ACCOUNTANT**" in the subject line of your email. The cover letter should address why you're excited to work at Montgomery Housing Partnership and why you are qualified for this position.