MHANY Management Inc. (“MHANY”), a mutual housing association, is a not-for-profit community and housing development organization that owns and manages over 2,000 affordable rental apartments throughout New York City and in Patterson, New Jersey. MHANY also provides free-of-charge counseling for first time home buyers and foreclosure prevention for homeowners. The successful candidate must believe in the core MHANY values and be driven by its mission to provide quality affordable housing to low- and moderate-income individuals and families.

**POSITION:** SENIOR ACCOUNTANT  
**JOB CATEGORY:** Exempt  
**REPORTS TO:** Financial Director

The Senior Accountant will be an integral part of the finance team and will be responsible for accounting functions across all MHANY property portfolios. The Senior Accountant will promote fiscal responsibility and safeguard MHANY’s assets, and ensure compliance with the established accounting standards.

**JOB RESPONSIBILITIES:**

- Participate in the month-end closing, including journal entry preparation and related analysis of asset, liability, revenue, and expense accounts.
- Coordinate and support month-end close activities.
- Review and analyze agency general & administrative expenses by business channel.
- Able to explain and support monthly expense account variances against the budgeted amount and prior year expenses; prepare and review monthly account reconciliations (cash, accruals, prepaids, etc.).
- Provide analytical support for year-end audits as well as prepare audit working paper.
- Perform other duties as assigned by supervisor.

**SKILL SET:**

- Meticulous understanding of GAAP accounting principles, with a focus on construction in progress (CIP) transactions, accrual basis of accounting, and revenue recognition.
- Manage and track multiple projects and their expenses, while maintaining accuracy and precision.
- Experience working with all levels of maintenance staff (superintendents, porters, handymen) in a multifamily residential setting.
- Highly organized and detail orientated with the ability to multi-task like a pro and work well with minimal supervision.
- Basic understanding of residential maintenance issues.
- Ability to work in a fast paced environment and maintain a positive attitude.

**SUPERVISORY RESPONSIBILITIES:**

This job has no supervisory responsibilities.
QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- Minimum three (3) years accounting experience with specific experience supporting affordable housing/real-estate operations strongly preferred.
- Proficient in Microsoft Office Suite with intermediate to advanced knowledge of Word & Excel.
- Experience with RealPage or a comparable real estate accounting software is preferred Highly organized.
- Maintains the highest standards of accuracy and precision.
- Articulate, with strong verbal, written and presentation communication skills

Competitive benefit package offered
Salary commensurate with experience
MHANY is an equal opportunity employer