



## **JOB POSTING**

### **JUNIOR ACCOUNTANT (Arlington)**

AHC Inc. seeks a self-starter with strong attention to detail and organizational skills.

AHC is a nonprofit developer of affordable housing communities in Virginia, Maryland, and Washington, D.C., and provides social services and education programs to help residents thrive. We hire individuals who want to work in a dynamic, diverse environment and embrace our resident-centric mission.

#### **About the Team**

The Finance Department oversees AHC's operating budget, risk management, accounting, and payroll. The Team has expertise in project financing, including conventional debt, fixed- and variable-rate tax-exempt bonds, historic and low-income housing tax credits, grants, and more. AHC's operating budget is funded through a combination of fees for services, occasional property sales, individual and corporate contributions, and government and foundation grants.

#### **About the Job**

The Junior Accountant will execute day-to-day accounting functions at the direction of the Senior Controller.

#### **Primary Responsibilities**

- Process, review, and transmit bi-weekly payroll. Address issues and questions regarding payroll.
- Maintain payroll records.
- Post and process journal entries to ensure all business transactions are recorded.
- Update accounts receivable and issue invoices.
- Update accounts payable and perform reconciliations.
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines.
- Prepare and submit weekly/monthly reports.
- Assist Senior Controller in the preparation of monthly/yearly closings.
- Assist with regular audits.
- Assist with other accounting projects.

### **Minimum Requirements:**

- Associates degree, required. Bachelor's degree in accounting, a plus;
- Two-three years' experience in payroll processing, financial statement preparation, accounting systems, and treasury systems;
- Experience in ADP required.
- Knowledge of accounting and administrative applications (or similar applications) including Abila MIP, ADP, and Yardi;
- Trustworthy with attention to confidentiality;
- Outstanding organizational ability with great attention to detail;
- Excellent communication skills and ability to work in a team environment;
- Proficient in MS Office, with advanced excel skills

### **Working at AHC**

AHC has a Hybrid Work Schedule with staff working onsite on our core days (Monday, Tuesday, and Thursday). Staff may work remotely on Wednesday and Friday.

AHC is committed to promoting Equity in our work. Systemic inequity is a reality. As such, central to our mission is that we address it in whom we hire, how we engage with the community, and with whom we partner. We strive to advance initiatives that promote more equitable access to resources for residents and neighborhoods served by AHC, and we will accelerate our mission by advancing diversity, equity and inclusion among our industry peers and business partners.

### **How to Apply:**

For immediate consideration, please email your cover letter and resume to [jobs@ahcinc.org](mailto:jobs@ahcinc.org). Please make sure to submit a cover letter when applying.

Learn more about AHC by visiting our website [www.ahcinc.org](http://www.ahcinc.org).