



General Ledger Accountant

Department: Finance
Location: Hybrid: South Lake Union/Remote
Reports To: Controller
Employment Status: Full-Time Part-Time
FLSA Status: Exempt Non-Exempt
Grade Level: 30
Salary Range:

Position Summary

The General Ledger Accountant uses strong technical accounting skills to be the 'standard setter' for accurate financial reporting. The General Ledger Accountant is responsible for the daily recording and posting of financial activity, both routine and non-routine, for Bellwether's non-profit operations and its portfolio of 32+ buildings. This role supports the Senior Accountant and Senior Accounting Analyst with key deliverables.

All candidates that move to the final interview in the process must pass a comprehensive criminal background check and professional references completed prior to employment with Bellwether Housing.

Any internal candidate that is selected for this position will be subject to a 90-probationary period regardless of previous role at Bellwether.

Bellwether will ensure that individuals with disabilities are provided reasonable accommodation to perform essential job functions and to receive other benefits and privileges of employment.

Beginning October 25, 2021-based on the federal regulation from OSHA, all candidates that move to a final interview in the process, must certify they have received their Covid-19 vaccinations, by sending a copy of vaccine certification to vaxcert@bellwetherhousing.org. If not vaccinated, candidates that move forward in the process must submit a recent (no more than 72-hours prior) negative Covid-19 test result to vaxtest@bellwetherhousing.org. If the candidate is offered the position and remains unvaccinated, they will be required to submit negative test results every Monday to vaxtest@bellwetherhousing.org

Essential Job Duties

General Ledger:

- Prepare, enter, and post daily financial activity of the organization in the ERP system including but not limited to:
 - Cash, accounts receivables, investments, accounts payables, revenues, and expenses
 - Multi-entity transactions and expense allocations
- Maintain the general ledger for completeness, ensuring proper posting of revenues, expenses, and balance sheet accounts

- Reconcile various accounts and ensure:
 - Reconciliations are performed timely and adequate documentation is retained
 - Errors noted are timely detected, investigated, and properly reclassified
 - Third party documentation reconciles and is properly reflected in the general ledger
 - Intercompany transactions are balanced
 - Subsidiary ledgers reconcile to parent general ledger account
- Ensure GAAP and non-profit accounting principles are applied to all financial transactions

Month-End:

- Accrual books
 - Propose, record, and post accrual journal entries
 - Collaborate with Senior Accounting Analysts (FPA&A group) to ensure completeness of accruals
 - Assist the Senior Accounting Analysts with variance analysis for management review
 - Assist with the reconciliation of significant roll-forwards
 - Fixed assets
 - Long-term debt
 - Intercompany transactions
- Cash books
 - Propose and record conversion entries to cash basis (i.e., reversal of prepaids, depreciation, and other accruals)

Year-End:

- Assist with the preparation of Bellwether Housing audits - tax credit and non-profit
- Ensure building portfolios are reconciled
- Prepare audit schedules and other deliverables
- Assist with the annual budgeting process
- Undertake other duties as assigned by the Assistant Controller – Property Operations

Financial Reporting:

- Assist the Senior Accounting Analysts with the preparation of the financial statements for the building portfolios and non-profit operations for the following stakeholders:
 - Building portfolios: investors, financial institutions, and Portfolio Managers
 - Non-profit operations: Leadership Team

Review financial statements for accuracy and proper presentation

Minimum Requirements

- Bachelor's Degree in accounting
 - 3+ years' general ledger accounting experience (all major transaction cycles)
 - Experience with general ledger analysis and reconciliation
 - Working knowledge of Generally Accepted Accounting Principles
 - Working knowledge of ERP systems (general ledger modules)
 - Proven ability to manage multiple projects
 - Strong verbal and written communication skills
 - Advanced Excel skills including data file uploads/downloads
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Desired Qualifications

- Accounting experience with a real estate organization that builds and operates properties
- Non-profit accounting experience
- Accounting experience in consolidations and intercompany eliminations
- Experience with Yardi Voyager (general ledger modules)

Other Job Requirements

- A willingness to learn about one's own prejudices and biases.
- An ability to work toward equal status relationships with people who are different.
- An ability to question personal assumptions about the skills and competencies of employees who are different.
- A desire to learn as much as possible about how one's own culture is different from others, and how that contributes to a particular way of viewing self and others.
- An ability to take risks to communicate with people from other cultures.
- An ability to learn from mistakes made in trying to communicate with people of other cultures.
- Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds
- Personal or professional experience in anti-oppression work
- Commitment to anti-racism and dismantling institutional and systemic racism

Physical Requirements

Physical Activity	None	Less than	1/3 to 2/3	More than
		1/3 (Occasional)	(Frequent)	2/3 (Regular)
Sitting				x
Walking		x		
Standing		x		
Bending		x		
Squatting		x		
Climbing	x			
Kneeling	x			
Twisting		x		
Reaching above shoulder		x		
Using foot controls	x			
Typing				x
Using computer mouse				x
Fingering of manual dexterity				x
Repetitive finger motion				x
Exerting force				
<i>Up to 10 lbs.</i>		x		
<i>Up to 25 lbs.</i>		x		
<i>Up to 50 lbs.</i>	x			

<i>Up to 100 lbs.</i>	x			
<i>Over 100 lbs.</i>	x			
Lifting				
<i>Up to 10 lbs.</i>		x		
<i>Up to 25 lbs.</i>		x		
<i>Up to 50 lbs.</i>	x			
<i>Up to 100 lbs.</i>	x			
<i>Over 100 lbs.</i>	x			
Stretching		x		
Balancing		x		
Crouching or stooping		x		
Speaking				x
Hearing				x
Seeing (w/correction)				
<i>Close vision</i>				x
<i>Distance vision</i>		x		
<i>Color Discrimination</i>				x
<i>Peripheral vision</i>			x	
<i>Depth perception</i>			x	
<i>Focusing ability</i>				x
Written communication				x
Non-verbal communication				x

Work Environment Requirements

Environmental Factor	None	Less than 1/3 (Occasional)	1/3 to 2/3 (Frequent)	More than 2/3 (Regular)
Prolonged exposure to vibration	x			
Loud noise level	x			
Works in close proximity to others		x		
Works in enclosed spaces				x
Overtime or extended hours required		x		
Works near moving mechanical parts	x			

Mental Effort Requirements

Mental Activity Required	None	Less than 1/3 (Occasional)	1/3 to 2/3 (Frequent)	More than 2/3 (Regular)

Normal concentration / intensity				X
Prolonged mental effort with limited opportunity for taking breaks				X
Normal memory				X
Ability to make complex decisions				X
Ability to make decision under time pressure				X
Ability to maintain normal level of focus				X
Ability to convey information and ideas clearly				X
Ability to effectively analyze, evaluate, and select among alternate courses of action quickly and accurately				X
Ability to work well in stressful, high-pressure situations				X
Ability to maintain composure and objectivity under pressure				X
Ability to be effective in resolving both company and customer-related problems in the workplace, including anticipating, preventing, and identifying problems as necessary				X
Ability to assimilate and analyze complex information, data, etc. from disparate sources and consider, adjust, or modify to meet the constraints of the need				X

By signing below, I acknowledge receipt and review of this job description and that I agree to fulfill the requirements listed unless I have a disability in which case I will contact Human Resources to discuss reasonable accommodation.

Employee Name (Print): _____

Employee Signature: _____

Date: _____