

Senior Property Accountant
(Seattle, WA)

Who We Are: Redwood Communities, Inc. (“Redwood Communities”), an affiliate of Redwood Housing, is a multifamily property management organization that manages affordable housing communities throughout the country. To date, Redwood Communities has assembled a best-in-class team that currently manages a growing portfolio of properties and has built strong working relationships with government agencies and leading non-profit organizations to raise the standard of living for our communities.

Responsibilities:

- Perform the daily operations of the accounting department; including, but not limited to accounts payable, accounts receivable, and general ledger accounting
- Maintain tax and insurance schedules/ payments for multiple properties
- Prepare monthly reporting packages for portfolio of properties, including financial statements and supporting documentation
- Responsible for month end reconciliation of multiple bank accounts
- Prepare and review appropriate general ledger entries and reconciliations to reflect all cash activity and accruals
- Compile and analyze month and year end financials for assigned properties
- Support Regional Manager and Asset management in budget preparation and review
- Reconcile and record monthly subsidy billings
- Assist with year-end financial audit activities for multiple entities
- Create monthly, quarterly, and annual financial reports for investors and funders.
- Participate in the preparation & maintenance of written policies & procedures for functions/duties performed
- Establish and enforce accounting methods, policies and internal controls

What You Bring:

- Bachelor’s degree in accounting with at least five years of experience
- Three years of affordable housing property accounting or residential property management experience
- Advanced proficiency in Microsoft Office and Excel, as well as RealPage experience
- Excellent judgment, attention to detail, accuracy, and problem-solving abilities
- Outstanding time management and organizational skills – ability to multi-task, prioritize work, manage multiple deadlines, and track deliverables in a fast-paced environment
- High energy team player that is a self-starter that can work proactively with limited supervision
- Strong ethics and integrity

What We Offer:

- Competitive salary range: \$85,000-100,000 DOE
- Incentive bonuses based on individual and organizational performance
- Top tier health, dental, and vision benefits
- Life and disability insurance
- 401(k) with matching
- Paid Time Off