Northwest Housing Alternatives (NHA) is recruiting to hire a detail-oriented Asset Management Accountant to lead the Administrative Team and support other program areas across the organization. Now more than ever, NHA is poised to deliver impactful affordable housing development projects and supportive programs in the Portland metropolitan area and across the state of Oregon in collaboration and partnership with Black, Indigenous, and communities of color. The Asset Management Accountant will join the Asset Management Team and play a key role in organizational decision-making financial planning.

Position Title: Asset Management Accountant
Reports to: Chief Operating Officer
Status: Full-time, Non-exempt
Work Schedule: Monday through Friday 8:30am to 5:00pm
Salary: $65,000 - $80,000

Position Summary

Northwest Housing Alternatives’ mission is to create opportunity through housing.

The Asset Management Accountant must be a mission-focused, detail-oriented, flexible, and process-minded individual with experience. The Asset Management Accountant reports directly to the Chief Operating Officer. This is a full-time position with a salary range of $65,000-80,000 depending on qualifications.

The position Asset Management Accountant is responsible for performing and coordinating professional accounting and financial reporting, specialty, and project functions supporting NHA-wide operations; Reconcile and maintain the accuracy of the NHA’s general ledgers, bank statements, property management and subsidiary financial systems; Maintain accurate financial records and reports; And to perform a variety of duties relative to assigned areas of responsibility.

Primary Responsibilities:

- Perform a variety of professional asset management (AM) accounting and financial reporting functions for the AM department; analyze, prepare, maintain and report on general finance and accounting transactions.
- Analyze and reconcile general ledgers and subsidiary accounts to ensure accurate financial records and to safeguard assets.
- Complete financial performance reporting as assigned by the Chief Operating Officer.
- Prepare financial analyses and other financial reports required by governmental agencies, limited partnerships, trustees, investors, lenders and other organizations.
Qualifications

Education & Experience:

• Bachelor’s degree from an accredited college or university with major course work in accounting, finance, business administration or related field. Or equivalent work-related experience.
• Four years of increasingly responsible accounting, specialized accounting, and management experience systems experience.
• We are open to considering a variety of experience to achieve that equivalency.

Physical Requirements:

• Prolonged periods sitting at a desk and working on a computer
• Must be able to occasionally lift up to 15 pounds

About Northwest Housing Alternatives

For over 35 years, Northwest Housing Alternatives (NHA) has been a leading not-for-profit developer of affordable housing in Oregon. Our mission is to create opportunity through housing by developing, building, and managing rental housing designed for Oregonians with extremely limited incomes. These homes help families live healthy and stable lives, allow older adults to age in place, and give people with special needs a dignified residence. Along with providing affordable housing, NHA provides services that connect tenants to critical health and community resources, work to prevent homelessness before it begins, and offer emergency shelter and services for families experiencing homelessness.

NHA is committed to building a culturally diverse and inclusive environment and is actively seeking to recruit a deep and diverse applicant pool. We strive to hire a workforce that is representative of the communities we serve, understanding that a diverse workforce strengthens everything we do. NHA offers a supportive and welcoming work environment having been awarded “100 Best Nonprofits to work for in Oregon” again in 2019. This is a great opportunity to work with a team of dedicated and passionate coworkers.

NHA provides a full range of benefits, including but not limited to the following:

• Excellent health coverage through Kaiser Permanente, including multiple medical and dental plan options; NHA contributes 100% of the cost of coverage for the employee each year, plus an additional $250/month if the employee adds dependents. Alternative care and vision included in some plans.
• 7% match, after the first year of employment, for our 403(b) plan with T. Rowe Price.
• Generous vacation and sick leave.
• 4 weeks of paid parental leave.

NHA is committed to supporting a diverse workforce and does not discriminate in employment based on race, ethnicity, gender, religion, national origin, age, disability, marital status, sexual preference or any other status protected by law.