

# Job Announcement

## General Ledger Accountant

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Do you have a passion for contributing your financial leadership and accounting skills to supporting non-profit work developing affordable housing and ending homelessness?

Northwest Housing Alternatives (NHA) needs a skilled individual in the role of General Ledger Accountant. The right person will manage our general ledgers, month-end closings, financial statement preparation, and audit process. The GL Accountant works closely with the Chief Financial Officer to improve accounting systems, ensure accuracy, and produce financial reporting for the organization and multiple related entities. The GL Accountant works collaboratively with other departments on special projects.

This is a 40 hour/week exempt position. Starting salary for this position is \$50,000 to \$75,000 depending on applicable experience.

### Required skills and qualifications for this position include:

- Bachelor's degree or equivalent in accounting (CPA preferred)
- Strong knowledge of general accounting principles and practices (GAAP)
- Highest personal and professional integrity, including ability to successfully pass a criminal background check
- Demonstrated ability to perform duties independently
- Ability to work collaboratively and to manage a high degree of complexity
- Ability to work using extensive keyboarding, monitor viewing, and other close work
- Strong written and oral communication skills

### Preferred skills and knowledge:

- Five to seven years of experience in non-profit or property development accounting
- Working knowledge of accounting software (Sage100, BizInsights, and Excel) and Microsoft Office suite
- Education or experience in non-profit or property development accounting
- Working knowledge of paperless office systems

### About Northwest Housing Alternatives

NHA offers a great work environment and an opportunity to work with a group of committed coworkers just seven miles south of downtown Portland and just half a mile from a MAX stop. Northwest Housing Alternatives is committed to supporting a diverse workforce and does not discriminate in employment based on race, color, gender, religion, national origin, age, disability, marital status, sexual orientation or gender identity, or any other status protected by law.

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

- Excellent health coverage as well as Alternative Care, Dental, and Vision. NHA contributes 100% of the cost of coverage for the employee plus an additional \$250/month if the employee adds dependents
- 7% match after the first year of employment for our 403(b) plan
- Generous vacation and sick leave
- 4 weeks of paid parental leave

Please send letter of interest and resume to [info@nwhousing.org](mailto:info@nwhousing.org). A more detailed description of the position can be found on our website, [nwhousing.org](http://nwhousing.org). We will hire as soon as the right applicant is found.