

Job Title: Fund Staff Accountant
Department: Finance/Accounting
Reports To: Senior Fund Accountant

EEOC Class: Professional
FLSA Status: Exempt

Job Summary

The Fund Staff Accountant performs a variety of accounting tasks to support Senior Fund Accountant and accounting department.

Job Duties and Responsibilities

- **Generally**
 - Participate in the development and update of the short-, medium-, and long-term goals of the Department.
 - Work with Senior Fund Accountant and accounting department staff to achieve goals and objectives for each year; monitor, advise and evaluate the progress of same.
 - Obtain and maintain a thorough understanding of the financial reporting and general ledger structure for MHEG and MHDF, its investment funds (“Funds”) and their operating partnership (“Operating Partnership”) investments.
- **Corporate Accounting**
 - Complete the post-wire confirmation phone call of the internal financial controls to minimize fraud risk and ensure compliance with MHEG wire policies and procedures.
- **Fund Accounting:**
 - Together w/ Controller and Senior Fund Accountant Manage Fund-level subscription line facilities, including draws, repayments and interest income calculations (both internal and external).
 - Assist with the capital call process for each Fund, to include preparation/review of call detail, capital call letters, and required attachments from various investors.
 - Together with Senior Fund Accountant, respond to requests from outside auditors and investors regarding investment and equity commitments
 - Together with Investor Relations Manager, prepare any reports or estimates requested by investors.
 - Assist with the annual update of the Fund Impairment calculation
- **Operating Partnership Accounting:**
 - Together with CFO, Senior Fund Accountant and Corporate Accountant – complete quarterly review of lower tier financials.
 - Provide quarterly summary of lower tier financial statement corrections to provide to CFO and Vice President of Asset Management. Develop assessment process to provide constructive feedback from Accounting Department to Asset Management.
 - Prepare all associated transactions with closing and amendments of operating partnerships.

- Together with Senior Fund Accountant, prepare all wire transactions for Closing and Pre-completion advances.
- Update MRI database with semi-annual bridge payments, as well as closing, pre-completion, construction completion and stabilization payment packages.
- Together with Senior Fund Accountant, review of stabilization reports.

Managerial Responsibility – None

Knowledge, Skill, Licenses, Competency Requirements

- Strong understanding of GAAP accounting principles and rules.
- Attention to detail and accuracy a must.
- Strong organizational skills; ability to prioritize and handle multiple tasks at any given time.
- Excellent verbal and written communication skills.
- Ability to work independently as well as in a team setting.
- Must possess and maintain valid Driver's License.

Education, Experience

- Bachelor's Degree in Accounting or Finance.
- 1-3 years experience preferred, but not required, with an accounting firm or working in an accounting capacity, ideally with exposure to LIHTC assets.

Computer Skills

- Highly proficient or ability to learn with Sage Intacct and QuickBooks
- Proficient with Microsoft Office suite of products.
- Ten key by touch required.

Work Environment

Work takes place in a typical office environment equipped with a computer, phone, copier, printer and other standard office supplies. Overnight travel is rare (less than once a year). Occasional day trips for off-site office events/meetings.

Physical Requirements

- Ability to work under pressure, including evening and weekends during peak periods.
- Ability to work in typical office environment: type proficiently, use a computer, see computer screens and read/comprehend numerous financial and tax reports.
- Ability to lift 30 pounds.
- When traveling, incumbent may be exposed to varying environmental conditions (e.g., inclement weather, crowded or unsanitary conditions, dirt, dust, construction work).

ACKNOWLEDGEMENT

I have received, reviewed and fully understand the job description for Corporate Accountant. I am able to perform the essential functions as described. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described. I have discussed any questions I may have had about this job description prior to signing this form.

Employee Name: _____

Date: _____

Employee Signature