



Property Accountant

Are you passionate about making a difference in the lives of others every day, while you grow your career in Accounting & Finance?

Senior Housing Options, Inc., a non-profit providing affordable, safe housing and care for seniors and people with disabilities, has a great opportunity for a Property Accountant to join our team.

The Property Accountant is responsible for generating and reviewing all financial statements for Senior Housing Options, Inc. and all of its properties, including oversight of accuracy and completeness of the accounts payable and accounts receivable processes. The Property Accountant works with the Director of Accounting and Finance to develop, maintain, and execute on accounting and financial policies and procedures necessary to accomplish best practices in accounting, risk mitigation and ethics for a non-profit organization.

Key duties include:

- Responsible for all aspects of the general ledger and financial statements of all properties, including preparation, review and interpretation of monthly financial statement reports
- Schedule and lead monthly financial status calls with each Senior Housing Options, Inc. property
- Accomplish all monthly activity and journal entries, accruals, reconciliations, analysis of Yardi reports, review of receipt transactions, payable transactions, and security deposits
- Serve as vendor manager for Yardi accounting software

Qualified candidates will have:

- Skilled at communicating clearly both verbally and in writing, including the ability to provide non-technical assistance in a simple, straightforward manner
- High level of expertise in accounting methods, best practices and financial audits
- Maintain a professional demeanor and respond with urgency
- Show strong teambuilding and interpersonal skills, exercise ownership over job duties and team performance
- Understanding of discretion needed in handling confidential information
- Self-directed, accountable for results and proactive; independent problem solver
- Excellent math skills and attention to detail in performing job duties
- Commitment to providing excellent service to internal customers
- Bachelors' Degree in Accounting required
- 2-4 years' experience in property accounting role preferred
- Must have in-depth experience using Yardi accounting software

Expected Hours of Work:

This role is considered full-time and typically works 40 hours per week, Monday through Friday during core business hours.

What We Offer:

- Paid holidays and paid time off
- Employer-subsidized health and dental insurance benefits for employees
- 403(b) retirement plan with 2% match, subject to vesting requirements

- Opportunities for training, career growth and leadership development
- An employer with a mission you can believe in and a team that works together to achieve it

You will love working in our lower downtown corporate office in a historic Denver building, less than two blocks from Union Station with easy access to Light Rail. Every one of our employees is a critical part of our success. Will you be the next one to join our team?

Please apply today by emailing your resume to jobs@seniorhousingoptions.org.