



Property Accountant

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

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 part of the Senior Housing Options, Inc. Corporate team and works under the direction of 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 and financial management.

Key duties include:

- Preparation, review and interpretation of all financial statements, general ledger and monthly financial reports
- Schedule and lead monthly financial status calls with each Senior Housing Options, Inc. property
- Analyze, explain and if necessary, recommend solutions for variations in financial results and reporting processes
- Complete all monthly activity and journal entries, accruals, reconciliations, analysis of Yardi reports, review of receipt transactions, payable transactions, and security deposits
- Monitor activity in bank accounts daily, identify anomalies and communicate to appropriate manager immediately
- Prepare and review monthly bank reconciliations on all accounts

Qualified candidates will have:

- Bachelors' Degree in Accounting
- 2-4 years' experience in property accounting role preferred
- Prior use of accounting/property software, preferably Yardi
- Familiarity with Medicaid, Assisted Living and/or Long Term Care highly desired
- Excellent math and analytical skills
- Ability to read, write, speak and understand the English language fluently, and communicate verbally and in writing at a professional level

Expected Hours of Work:

This role is considered full-time, non-exempt, and entitled to overtime for all hours worked in excess of 40 hours in a work week.

What We Offer:

- Competitive salary
- 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
- Transportation or parking subsidy
- 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 LightRail. 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.