

Position Announcement

PathStone is seeking a **Senior Accountant – Property Management** to overview the accounting for PathStone's Property Management operation in Rochester, NY.

who

us

PathStone is a nonprofit organization based in Rochester, NY with a mission of building family and individual self-sufficiency by strengthening urban and rural communities. PathStone operates 12 lines of business in the areas of training and employment, health and safety, housing services and community development.

PathStone Management Corporation's vision is to provide exemplary property management services to affordable housing communities. By focusing on our residents and providing safe and decent housing, the communities where PathStone housing is located become stronger.

What sets PathStone apart from the rest?

- PathStone's two distinct lines of business—direct services and community and housing development—are rarely combined within one organization. This means that our staff are exposed to a broad number of programs and a variety of job functions.
- PathStone has a reputation for taking strategic risk. Our belief that “we don't know until we try” is why we have continuously developed innovative programs over the last 40 years.

you

You are looking for a challenge and a chance to change the world for the better. You know that social impact is as important a measure of corporate success as profitability. You want to use your creativity to find quicker, better and more cost-efficient ways to help people. You are ready to try on new hats and find new solutions to old problems. You want to make a difference in the lives of others.

What sets you apart from the rest? Specifically, you have the following skills, experience and/or education:

- Bachelor's Degree in Accounting
- Five or more years' experience with property management or fund accounting
- Knowledge of all aspects of financial and property management
- Knowledge of Internal Revenue Service (IRS) and tax compliance requirements
- Experience with computer spreadsheets and property management software

what

This is a full-time position. The Senior Accountant – Property Management provides comprehensive accounting and fiscal oversight of PathStone Property Management operations and direct general ledger processing, labor distribution, property taxes and accounts payable and accounts receivable process. Specifically, this position is responsible for:

- The accounting and compliance of Property Management procedures, subsidy and regulatory requirements
- Reporting, analyzing, audit preparation, and technical assistance to staff
- Management of limited partnerships and limited liability companies projects books and records
- Maintain and oversee project receivables and payables
- Preparation of monthly, quarterly and annual reports

- Provide leadership to the account receivable and accounts payable bookkeepers, finance, and property management operations

where

This position is located in Rochester, NY.

when

This position is available immediately.

why

PathStone offers a chance for you to improve the world, but we also know that you have bills to pay. We offer a competitive compensation and benefits package, including:

- Base salary based on demonstrated experience and qualifications
- Health insurance for eligible employees
- Pension plan for eligible employees with an employer contribution
- Annual cost-of-living adjustment and merit-based pay increases
- Generous vacation and holidays
- Employment at PathStone qualifies for the federal Public Service Student Loan Forgiveness program

how

Please submit your resume to apply@pathstone.org, with "051-18" in the subject line, no later than May 21, 2018.

PathStone is an Equal Opportunity Employer. Our TDD number for the deaf and/or hearing impaired is 1-800-545-1833. Any applicant may request assistance in completing the application process by emailing apply@pathstone.org.