

Position Description: Real Estate Development Bookkeeper

About ONE Neighborhood Builders

Our Mission is to Develop Affordable Housing and Engage Neighbors across Greater Providence to Cultivate Healthy, Vibrant, and Safe Communities. We will accomplish our mission through:

- *Robust Housing Development and Quality Real Estate Management*
ONE|NB will expand the availability of affordable, high-quality homes through the production, preservation, and acquisition of residential and mixed-used properties within our historic home of Olneyville and across greater Providence.
- *Addressing Root Causes of Health Disparities*
ONE|NB will engage residents and community-based organizations in our four central Providence neighborhoods to generate the social and economic conditions that prolong life expectancy and work to eradicate systemic barriers that lead to health disparities.
- *Embracing Innovation and Building the Community Development Field*
ONE|NB will emerge as a thought leader in the field by distilling the lessons learned from developing and managing housing and convening residents and community organizations. We will participate in local and regional community development conversations, produce research and case studies, and amplify the impact of our community partners.

At full complement, ONE|NB has 29 full-time equivalent team members. ONE|NB is a NeighborWorks America charter member and is governed by an active Board of Directors consisting of 11 members. The organization's annual operating budget is approximately \$5 million.

Position Summary

We are looking for a candidate with previous experience in cost or real estate project accounting.

Responsibilities

- Oversee the financial records of multiple real estate development projects that are simultaneously under development.
- Collect, organize, and post invoices for all real estate development projects in accordance with internal accounting procedures.
- Review invoices, payment applications, change orders, and all supporting documentation to ensure that costs have been properly allocated in accordance with the development budget.
- Verify that cost details are properly recorded in development budget and reconcile cost sub-ledger to the general ledger.
- Assist real estate project managers in preparing monthly payment applications to be submitted to various funding sources.
- Oversee and participate in the preparation of the monthly financial statements for assigned entities in accordance with GAAP.
- Assist with compiling and maintaining real estate related files, both hard copies and electronic.

- Provide administrative compliance and record keeping assistance for ONE|NB's three condominium associations and for approximately 50 previously sold homes for which there is ongoing compliance monitoring requirements.
- Manage monthly invoicing of rent, condominium fees, and maintenance fee-for-service agreements for
- Accomplish the organization's mission by completing duties timely and accurately
- Perform special projects and administrative duties as may be directed from time to time.

Qualifications

- Associates degree in accounting or finance
- 3 years of general accounting experience
- Experience in cost, real estate development, or construction accounting preferred
- Experience working with accounting software programs such as Sage 50
- Proficient in Microsoft Excel and with general computer skills

COMPENSATION AND INSTRUCTIONS

This is a great opportunity to join a growing non-profit organization with outstanding benefits and innovative culture. This is a flexible, part-time (20-25 hours per week), non-exempt, position reporting to the Director of Real Estate. The candidate must be fully vaccinated and will be expected to work in the office, located at 66 Chaffee Street, Providence, RI. Hourly wage is \$24 to \$29/hr based on experience.

ONE|NB works to dismantle all forms of discrimination. We fight the systems that oppress people from a vast range of identities and experiences. Cultivating a team that embodies the diverse experiences of Central Providence communities is essential to these aspirations. We strongly and sincerely encourage applications from people of color; immigrant, bilingual, and bicultural individuals; people with disabilities; members of LGBTQQ+ and gender non-conforming communities; and people with other diverse backgrounds and lived experiences.

APPLICATION INSTRUCTIONS

Submit thoughtful cover letter and resume to Milton Baxter, Director of Real Estate by February 27, 2022.