

**NEIGHBORHOOD RESTORE HDFC
RESTORED HOMES HDFC
JOB POSTING**

Bookkeeper

This posting is for a full-time/ temporary position with possible opportunity for future full-time/ permanent placement.

Purpose:

Restored Homes HDFC (“RH”) and Neighborhood Restore HDFC (“NR”) are two related not-for-profit housing development corporations working in collaboration with the Department of Housing Preservation and Development (“HPD”) in developing and preserving affordable housing throughout New York City.

NR oversees the Third Party Transfer (“TPT”) Program, a city-sponsored program whereby NR takes title to tax-foreclosed properties. NR works closely with community-based organizations in managing and coordinating the pre-development efforts for the rehabilitation and sale of these distressed properties to qualified manager/developers.

RH is a not-for-profit organization that partners with HUD, HPD and community based organizations to revitalize neighborhoods affected by the mortgage foreclosure crisis by purchasing, redeveloping and selling foreclosed homes through two redevelopment programs- the Asset Control Area (“ACA”) Program and the Real Estate Owned (“REO”) Program.

The Bookkeeper will be responsible for: (1) assisting with the recording, analysis and reporting of all financial transactions using QuickBooks and Excel (2) reviewing all financial reports submitted by program participants and (3) assisting in the preparation and audit of the annual financial statements. The Accountant will oversee the day-to-day activities of the Bookkeeper.

Responsibilities:

General:

- Assist in maintaining general ledger system using QuickBooks;
- Assist in maintaining a chart of accounts to classify, record, budget, and report financial transactions;
- Record all cash receipts and properly document all cash disbursements;
- Prepare bank reconciliation statements;
- Review monthly operating reports from developers, coordinate reimbursement approvals from HPD;
- Maintain and monitor the tracking of all expenses related to the development of homes, including pre-development costs, constructions costs and reconciliation of expenses upon sales of homes;
- Assist in the preparation of financial statements, budgets and analytical reports;

Qualifications:

- Bachelor’s Degree in Accounting required;
- Minimum of 1-3 years of full-time, relevant work experience. Non profit work experience and/or experience with governmentally funded organizations are preferred. Prior experience in housing development, real estate, or property management a plus;
- Familiarity with Federal OMB Circular A-133 standards is a plus;
- Knowledge of QuickBooks, Excel, Word, and PowerPoint is required;
- Candidate must possess bookkeeping and analytical skills necessary for preparation of the operating budgets and financial reports;
- Strong computer, communication, writing and organizational skills are required;
- Ability to work cooperatively with numerous partners;
- Ability to perform tasks with limited supervision;

Please email resume and cover letter to humanresources@neighborhoodrestore.com