



## Senior Accountant II, Contracts and Financial Analysis

### About HIP Housing:

HIP Housing is nonprofit agency specializing in creative affordable housing solutions throughout San Mateo County. Founded in 1972, HIP Housing provides low-income housing options to 1400 people each year and benefits from an exceptional staff, well-established programs and financial stability. HIP Housing's programs are nationally recognized and have been highlighted in Newsweek, USA Today, Metropolitan Home and on the Oprah Winfrey Show. Our team includes a staff of 36 with an average tenure of 10-years and a governing board of 16 Directors recruited with an emphasis on diversity of skills and interests to assist in the advancement of HIP Housing's mission.

### Position Profile:

The **Senior Accountant II, Contracts and Financial Analysis** position is a critical component of HIP Housing's dynamic accounting team. It reports directly to the Controller and is responsible for a wide variety of accounting and analytical activities. The position is instrumental to our continued compliance with contracts, regulatory agreements and internal policies and works closely with our staff and auditors to insure that the highest professional accounting standards are always met. Additionally, we look to this position to assist in the creation of new internal policies when appropriate and to help maintain our agency's strong relationships with vendors and regulators.

### Job Duties:

Accounting and analytical activities including bookings, reconciliations and acting as a bank liaison; preparing, analyzing and distributing financial statements, monthly management reports, and quarterly/annual regulatory filings; analyzing actual results with plans and forecasts; participating in external audits; preparing and overseeing filings for regulatory agreements; interacting with regulatory agencies; and researching, analyzing, and compiling information for regulatory reports and contract agreements.

### Preferred Qualifications:

- Bachelor's Degree in Accounting from an accredited university, or equivalent.
- 8+ years' experience in accounting, financial analysis and regulatory agreements, with progressively responsible contribution in the accounting and insurance industry. Prefer property/casualty insurance industry. Experience must include familiarity with regulatory administration and compliance activities, and in reading/interpreting internal/external correspondence, governmental regulations, reports, contracts, financial reports and legal documents.
- Corporate finance knowledge and understanding of statistical analysis, and thorough understanding of Generally Accepted Accounting Principles (GAAP).
- Intermediate to advanced experience with MS Word, MS Excel, MS Outlook and QBS, as well as developed knowledge of major accounting software packages for both general ledger and statutory accounting.
- Ability to work closely with all major functional leaders of the Company, and must be able to effectively handle multiple projects simultaneously in a deadline driven environment.
- Excellent verbal, written communication and interpersonal skills.
- Ability to work independently and as part of a team and take on new tasks with high level of difficulty.

This job is a full-time, exempt, at-will, annually reviewed position. HIP Housing offers an excellent benefits package including: PTO, medical, dental, vision and employer profit sharing and matched pension plan (5%), and flexible scheduling

We invite you to submit your resume to: [recruiting@hiphousing.org](mailto:recruiting@hiphousing.org). We will be open to receiving resumes through 12/30/17. Please state "*Senior Accountant II – Contracts & Financial Analysis*" in the Subject Line of your email!

*HIP Housing is an Equal Opportunity Employer*