



**POSITION DESCRIPTION**  
**Senior Staff Accountant (Real Estate)**

**Classification:** Full-Time (Exempt)

**Salary Range:** \$83,000 - \$101,000

**Reports to:** Chief Financial Officer

**Apply:** Submit resume to [hr@casafamiliar.org](mailto:hr@casafamiliar.org)

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Casa Familiar (Casa) was founded in 1973 and is a 501(c)(3) community-based organization dedicated to serving residents in South San Diego County and specifically the border community of San Ysidro.

**Casa Familiar's mission** is to enhance quality of life for low-income individuals and families through advocacy, social services, education, affordable housing, arts and culture, and community and economic development. **Casa's values are RESPECT, INTEGRITY, FAMILIA, CULTURE, AND COMMUNITY.**

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Casa seeks members to employ individuals that perform all assignments with a positive "can-do" attitude while demonstrating organizational values. Ideal employees have a strong desire to support Casa Familiar's mission and the community we serve.

**POSITION OVERVIEW:**

The Senior Staff Accountant is responsible for managing the financial records of real estate projects and properties, including in development, operations, and compliance. This role involves tracking income and expenses, preparing financial reports, reconciling bank statements, managing accounts payable and receivable, ensuring compliance with regulations, and assisting with budgeting, draws and forecasting, all while collaborating with project development and property management teams and other stakeholders within the company; essentially overseeing the day-to-day accounting functions related to real estate transactions and operations. To excel in this role, you should have a strong understanding of real estate development processes and property operations. The Senior Staff Accountant manages the financial aspects of real estate development projects and ensures compliance with tax regulations and financial reporting requirements.

Successful work performance requires skill in coordinating work with other departments and outside agencies. The position interfaces closely with Casa Familiar's Executive Management, Board of Directors, Project Development, Finance, Asset and Property Management, Community Engagement teams and staff within the company.

**Real Estate Portfolio & Pipeline:** Casa's housing portfolio consists of several affordable multi-family complexes, community facilities and commercial spaces, located in the southern portion of San Diego



County. Its portfolio includes several large affordable housing complexes in which Casa is the managing general partner. Casa Familiar manages a scattered site portfolio of smaller affordable housing complexes for which it is the sole owner. Casa also operates several community facilities including office space and recreational facilities owned by the City of San Diego. Casa Familiar has a pipeline of affordable housing, community development and community infrastructure projects and is scaling existing capacity for considerable growth.

### **JOB SUMMARY:**

The Senior Staff Accountant is responsible for all aspects of development project accounting and is the primary accounting liaison to the Community Development department, working closely with the team. The Senior Staff Accountant is responsible for managing the financial records of real estate properties portfolio.

### **Essential Duties and Responsibilities**

#### **Financial Record Keeping:**

- Recording all income and expenses related to properties and projects, including rent receipts, utility bills, maintenance costs, property taxes and the flow of funds for various real estate development transactions.
- Creating detailed journal entries and posting them to the general ledger.
- Maintaining accurate accounts receivable and payable records, following up on outstanding invoices, grants receivables, and vendor and funder payments.
- Performing bank reconciliations to ensure financial data accuracy.

#### **Financial Reporting:**

- Preparing monthly, quarterly, and annual property financial statements for each property and the overall portfolio.
- Analyzing property performance by tracking key metrics like occupancy rates, rent roll, and operating expenses.
- Generating reports on property income and expenses, including variance analysis compared to budget.

#### **Budgeting and Forecasting:**

- Assisting in developing annual operating budgets for each property.
- Monitoring actual performance against budget and providing variance explanations.
- Forecasting future financial performance based on market trends and occupancy projections.

#### **Compliance and Audit Support:**

- Ensuring adherence to all relevant accounting standards and regulations
- Preparing supporting documentation for internal and external audits
- Assisting with tax filings related to real estate transactions

#### **Real Estate Development Projects:**

- **Development Cash Management:** Oversees cash flow for all development project sources. Reconciles development project receivables and provides monthly report of advances to development projects and estimated repayment schedules. Provides budgeted-to-actual reports for Housing Development and Board. Tracks budgeted-to-actual developer fees.
- **Closings:** Performs accurate journal entries for all acquisition, construction and permanent loan closings, in coordination with project managers and escrow. Funds reserve and other accounts at closings.
- **Development Draws:** Works with project managers to prepare and/or review development funding draw requests. Prepares and transmits line of credit drawdown and repayment requests. Ensures



funding receipts are deposited and/or transferred as needed to meet the payment obligations for all development projects.

- Development-Related Accounts Payable: Oversees the accounts payable process for development projects. Determines payment requests have proper authorization, coding, documentation and mathematical accuracy. Ensures accounts payable are properly entered into the accounting system and that checks are printed, signed, and mailed.
- Cost Certifications: Works with development project managers and auditors to prepare cost certifications for newly constructed and rehabilitated housing projects. Supports other funder requests for financial reporting as needed.
- Audits: Provides trial balances to CFO and auditor. Reviews and analyzes capitalized costs in preparation for closings and audits. Responds to development-related auditor requests.
- General Accounting General Ledger: Assists as necessary with routine general ledger close and account reconciliation functions.
- Other: Prepares other reports and duties as assigned.
- General: General accounting duties are required as needed as well
- Depreciation Schedule: Manage depreciation schedule

#### **Other Duties**

- Participate in various agency events and initiatives as required or needed
- Demonstrates cultural competence by interacting respectfully and effectively to people of all cultures, languages, classes, races ethnic backgrounds, religions, and other diversity factors in a manner that recognizes, affirms, and values the worth of individuals, families, and community and protects and preserves the dignity of each.
- Other duties as assigned

**Supervision:** This position will not immediately have direct reports, however, over time, the role may oversee a team of approximately two.

#### **Skills, Experience, and Educational Requirements**

- Bachelor's degree in accounting with a minimum of three plus years of experience in real estate development and/or construction accounting, or associate's degree with four years of such experience.
- Affordable housing real estate development experience preferred but not required.
- Must be at least at intermediate level Excel user, as well as proficient in Word and Outlook. Strong understanding of accounting principles and practices
- Experience with Quickbooks required and AppFolio a plus
- Ability to clearly and concisely communicate with lenders, investors, and stakeholders, both verbally and in writing
- Keen attention to detail with focused adherence to strict deadlines and procedures
- High level of integrity and dependability, including handling sensitive and confidential information
- Teamwork mindset and temperament to work effectively with a diverse group of people
- Genuine desire to work in real estate development affordable housing industry



- Personal accountability and enthusiasm for achieving Casa Familiar's goals
- Valid California driver's license and regular availability of an insured vehicle for travel within the San Diego County area

#### **ADDITIONAL INFORMATION:**

This position requires sitting at a desk or workstation, walking, standing, climbing stairs, hearing, speaking, being able to lift up to 25 lb., and being able to drive to the bank and do other errands pertaining to organizational operations. A background check is required. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. This is a full-time, exempt position with occasional work responsibilities on weekends and/or evenings depending on the season calendar.

Casa Familiar is an equal employment opportunity employer. Casa does not and shall not discriminate on the basis of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

#### **BENEFITS SUMMARY:**

- Medical, dental, vision, and life insurance
- 403(b) Retirement – Casa contributes 3% of your annual income.
- 403(b) Retention Benefit – additional contributions are given based on years of service: 10 years \$5K, 16 years \$10K, 21 years \$15K, 26 years \$20K
- Annually - PTO 5 paid days off (1<sup>st</sup> year), 8 hours a month of sick leave (12 sick days a year), 12 paid holidays, 6 paid wellness days, paid winter break
- (Dec. 23 – Jan. 3 but dates may vary slightly - this break is subject to change if business needs change)
- Bereavement - up to 5 days
- Jury Duty - up to 3 days
- Employee Assistance Program (EAP)