EAST LA COMMUNITY CORPORATION

Job Description

Job Title: Senior Staff Accountant – Real Estate
Department: Finance
Reports to: Controller
FLSA Status: Non-Exempt

Organizational Background: Four passionate Eastside activists who came together formed East LA Community Corporation (ELACC) in 1995. ELACC's mission is to advocate for economic and social justice in Boyle Heights and Unincorporated East Los Angeles by building affordable housing, grassroots leadership, and access to economic development opportunities for low and moderate-income families. Over the 30-year history of ELACC, we have leveraged millions invested through community-driven real estate development, mobilized thousands of residents to change policies, served thousands of low- income residents with community wealth services, and we provide quality affordable homes for over 3,000 people.

Summary: East LA Community Corporation (ELACC) seeks a detail-oriented and mission-driven Senior Staff Accountant to support our affordable housing real estate work. The ideal candidate will bring strong technical accounting skills, excellent organizational and communication abilities, and experience in affordable housing or real estate development accounting. This role is responsible for (1) managing predevelopment and construction accounting, including project draws, reconciliations, accounts payable/receivable, loan tracking, financial analysis, and audit support; (2) managing intercompany accounting between ELACC and real estate project entities; (3) supporting consolidation accounting for projects transitioning from construction to operation; and (4) supporting accounting oversight and analysis for projects in operation.

The Senior Staff Accountant will work closely with the Controller, Real Estate Development leadership, project managers, and Asset Management to ensure accuracy, accountability, and timely reporting. They will embody ELACC's mission and values, foster positive relationships with partners, vendors, and staff, and fulfill their responsibilities to the entire team by actively fundraising, supporting organization-wide projects, participating in all staff planning sessions, and being part of achieving the organization's mission and vision.

Duties and Responsibilities:

- Oversee all aspects of accounts payable and accounts receivable for projects in acquisition, predevelopment, and construction.*
- Ensure proper use of account codes and support real estate development teams with coding and allocation processes.*
- Communicate routinely with the Controller, Director of Real Estate Development, project managers, and asset management team.*
- Run reports to track project expenditures and budgets; review job costs for variances.*

*Essential function

- Track ELACC loans to projects in development, in-house properties, and limited partnerships (LPs). *
- Prepare monthly draw packages & review project reporting for investors and lenders. *
- Reconcile bank accounts and other project-related statements. *
- Support cost certification processes and development-operations ledger consolidation for projects transitioning from construction to operation. *
- Manage intercompany accounting between ELACC and real estate entities during construction and operation. *
- Support accounting oversight, year-end accounting review, and quarterly financial analysis for projects in operation. *
- Support annual residual receipts calculations/payments for projects in operation.
- Invoice and manage partnership management, asset management, and tenant services fees.
- Support project and organizational audits with documentation and reconciliations. *
- Assist with month-end and year-end close, including maintaining fixed assets and prepaid sub-ledgers, and recording depreciation and amortization. *
- Review, prepare, and analyze accounting transactions, financial statements, and reports for accuracy and completeness; provide variance explanations for internal and external analysis. *
- Perform routine and ad hoc financial analysis and reporting as needed. *
- Review AR aging reports, assess collectability, and recommend reserves or write-offs.
- Maintain reporting and draw calendars for properties and projects. *
- Prepare funding requests for investors and lenders. *
- Apply deductive reasoning to effectively solve problems. *
- Support with automating and streamlining accounting processes.
- Develop knowledge of waterfall distributions and joint venture structures.
- Prioritize and meet deadlines in a fast-paced, detail-oriented environment. *
- Collaborate across departments to support fundraising, organizational planning, and other initiatives. *
- Represent ELACC professionally with vendors, partners, and external stakeholders. *
- Other duties as assigned. *

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The ideal candidate will hold a bachelor's degree in Accounting, Finance, or a related field (CPA or advanced degree preferred) and have a minimum of 3–5 years of progressive accounting experience, ideally in affordable housing, real estate development, or the nonprofit sector. Strong knowledge of GAAP and real estate accounting principles is required, along with experience in accounts payable/receivable, reconciliations, financial reporting, and audits. Proficiency with accounting software (such as NetSuite, Yardi, MRI, or similar platforms) and advanced Excel skills are expected. The successful candidate will demonstrate strong organizational skills, attention to detail, and accuracy in daily tasks, as well as the ability to manage multiple projects, prioritize deadlines, and work independently. Excellent communication and interpersonal skills are essential for collaboration with internal teams and external partners, along with strong problem-solving and

*Essential function

deductive reasoning abilities. The candidate must also be adaptable, able to thrive in a fast-paced, deadline-driven environment, and committed to upholding ELACC's mission and values.

Language Ability:
Ability to read, analyze, and interpret general business periodicals, professional journals, financial reports, and legal documents. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability:
The Senior Accountant must demonstrate strong mathematical and quantitative skills, including the ability to perform accurate calculations with speed and precision. This includes proficiency in arithmetic, percentages, ratios, and basic algebra as applied to accounting, budgeting, and financial analysis. The role requires analyzing financial data, reconciling accounts, calculating project costs, preparing draw requests, and performing variance analyses. The candidate must also be able to interpret complex numerical information, identify trends or discrepancies, and apply mathematical reasoning to solve accounting and financial problems. Advanced spreadsheet skills and the ability to work with large datasets are essential to support accurate reporting and decision-making.

Reasoning Ability:
The Senior Accountant must apply common sense to carry out instructions in written, oral, or diagram form and solve problems involving multiple variables in standardized situations. This includes analyzing financial data, identifying discrepancies, and making sound decisions to support accurate reporting and organizational goals.

Computer Skills:
To perform this job successfully, an individual should be proficient with processing software such as Microsoft Word, Excel, and NetSuite. The Senior Accountant should also be comfortable using accounting and financial reporting software, spreadsheets, and other digital tools to analyze data, generate reports, and support accurate and efficient accounting processes.

Education/Experience:
Bachelor's degree in Accounting, Finance, or a related field required; CPA or advanced degree preferred. Minimum 3–5 years of accounting experience, ideally in affordable housing, real estate development, or nonprofits, including hands-on work with general ledgers, accounts payable/receivable, financial reporting, and compliance with funder, investor, and regulatory requirements.

Knowledge, Skills, and Other Abilities:

- Solid understanding of loan agreements, including terms, conditions, and compliance monitoring.

- Experience in construction and real estate development accounting.
- Strong foundation in accounting principles and financial reporting standards, including GAAP, OMB Circulars A-122 & A-133, and 2 CFR 200.
- Ability to read, analyze, and interpret financial reports and legal real estate documents, ensuring compliance with funder, investor, and regulatory requirements.
- Excellent organizational, time management, and multitasking skills, with strong attention to detail and problem-solving ability.
- Effective interpersonal and communication skills; able to collaborate across teams and with external partners.
- Self-motivated, proactive, and able to work independently or as part of a team.
- Comfortable working in a fast-paced, deadline-driven environment.
- Valid California Driver's License and insurance required.
- Willingness to participate in and support organization-wide events and initiatives.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands, reach with hands and arms, and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to five pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

The noise level in the work environment is usually moderate.

Compensation: This is a non-exempt, full-time bargaining member position with a competitive benefits package that includes health, dental, retirement, paid time off benefits, life and disability insurance. The salary range for this position is $82,000 and $85,000 annually DOE.

ELACC is an Equal Opportunity Employer.
Email or Fax resume to:
Nancy Hernandez, HR Manager
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www.elacc.org