



**Title Of Position:** Staff Accountant & Operations Manager  
**Location:** Dublin, OH  
**Status:** Full Time (Exempt)  
**Reports To:** Executive Director

### **Company Overview**

Options for Supported Housing is a nonprofit that serves over 300 low-income individuals with developmental disabilities across 11 states with over 100 homes. As an affordable housing property owner, we work with state and county governments, service providers, vendors and contractors to ensure that residents live in safe, quality housing that improves their lives. Our organization values integrity, teamwork, and continuous improvement. Your work will honor a special group of people. You'll be serving the community through your profession. Foundation For the Challenged is dba Options for Supported Housing and is headquartered in Dublin, Ohio.

### **Position Summary:**

We are seeking an experienced Staff Accountant that ensures that accounting is conducted in accordance with generally accepted accounting principles. Responsible for the financial procedures, process, records, and statements for compliance with applicable funders, contracts, laws, and regulations. As the Staff Accountant you will work closely with the Executive Director, Chief Financial Officer, and Options staff in your role. As the Operations Manager you will share some operations responsibilities with the Executive Director and may occasionally serve as backup. The ideal candidate will have strong accounting skills, attention to detail, and the ability to work collaboratively in an environment where changing gears is routine.

### **Financial Responsibilities:**

- Accurately complete day-to-day financial accounting tasks.
- Obtain appropriate approvals or signatures to process accounts payables and accounts receivable.
- Enter monthly journal entries and all financial and housing transactions in Propertyware financial reporting property management system.
- Management of bank accounts: deposits and payments (ACH, bank bill pays, ePayments, checks writing) and tracking balances for reporting purposes.
- Prepare and track vouchers for Washington portfolio grant reporting and reimbursement requests.
- Preparation of invoices for payment and detailed summary of cash needed for bank transfers to meet the organization's operating expenses.
- Complete annual W9 requests, 1099's, and workers compensation reporting.
- Collaborate with CFO to provide information to prepare financial statements including income statement, balance sheet, financial performance vs. budget, and check register for monthly, quarterly statements, and annual audit.

- Assist the Chief Financial Officer with financial forecasting for the housing portfolio and the development of the annual budget.
- Assist Executive Director in preparing project budgets for grant applications and progress reports.
- Recommend ways to enhance revenue and decrease expenses.

#### **Operational Duties:**

- Assist Executive Director with the development of procedures needed to improve overall administration and housing operations.
- Assist Executive Director with developing and documenting operational policies and procedures to optimize efficiency, training, and process improvement.
- Perform tasks as assigned by Executive Director including sharing general office tasks as needed, including answering phones.

#### **Skills and Qualifications:**

- Bachelor's degree in Accounting, Finance, or a related field.
- Minimum of 3 years of accounting or bookkeeping experience.
- Strong knowledge of GAAP and financial reporting standards.
- Excellent problem-solving skills.
- Attention to detail and high level of accuracy and procedural understanding
- CPA certification a plus.
- Nonprofit management or program operations or affordable housing experience a plus.
- Proficiency in accounting software. Experience with Propertyware a plus.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite, particularly Excel.

#### **Compensation:**

- Salary \$65,000 - \$70,000
- Benefits 20% of salary; Opportunity for expanded benefits as we build capacity
- Generous paid time off, 11 holidays
- Monday – Friday 40-hour work week
- Friendly and collaborative work environment

#### **Apply.**

Send your resume to [apply@optionshousing.org](mailto:apply@optionshousing.org) with the subject line "Accountant/Operations Manager Application - [Your Name]."