



ACCOUNTING AND FINANCE SPECIALIST

Reports to: Accounting Manager

Status: Full-time, Non-exempt

About True Ground Housing Partners

True Ground Housing Partners (formerly APAH) was founded in 1989 by four families motivated to address affordable housing in Arlington, VA. Today, we have grown into one of the region's leading nonprofit affordable housing developers. Our rental communities provide affordable housing to more than 5,000 people in the Washington DC Metro Region for neighbors earning between 30% and 80% of the Area Median Income (AMI). True Ground exists to provide quality affordable housing and resident-centered programming to help our residents make the most of their home. True Ground is a mission driven, community minded and resident focused organization guided by seven core values: compassion, integrity, collaboration, innovation, excellence, impact, and racial equity.

Summary Description

We are seeking a detail-oriented and versatile Accounting and Finance Specialist to join our accounting and finance team. This hybrid role combines financial planning and analysis responsibilities with critical operational and administrative support functions. Reporting directly to the Accounting Manager, the ideal candidate will bring 1-3 years of experience and thrive in a dynamic environment where analytical skills meet operational excellence. This position offers the opportunity to develop skills in accounting operations and financial analysis while supporting a high-performing accounting team with exposure to both non-profit and real estate accounting.

Key Responsibilities

Administrative and Operational Support (40%)

- Manage the contract approval process for executive leadership, ensuring all protocols are followed and all requests are processed in a timely fashion
- Provide administrative support to the CFO, including calendar support, preparing materials for meetings and other duties as assigned
- Manage paper and electronic files for the finance department, including bank statements, contracts and vendor information
- Perform credit card reconciliations and manage account set ups
- Support grants management and administration by attending grant coordination meetings, monitoring grant budgets and tracking expenditures against grant awards
- Assist with financial components of grant applications and proposals
- Support compliance with restricted fund accounting requirements

- Manage entity business license filings, business tangible returns, and state registration filing
- Regularly communicate with staff colleagues to help resolve operational questions or issues
- Support implementation of new systems and process improvements

Accounting Support (20%)

- Serve as back up to the Accounts Payable Specialist in responding to all vendor inquiries and managing the accounts payable inbox.
- Process check runs and makes physical deposits when needed

Financial Planning and Analysis (40%)

- Prepare monthly, quarterly, and annual financial reports and dashboards for executive leadership and Board of Directors
- Coordinate with all departments to maintain and update multi-year forecasting tool for organizational planning
- Conduct scenario analysis and sensitivity modeling for key organizational decisions
- Assist with cash flow forecasting and liquidity management
- Monitor key performance indicators (KPIs) and financial metrics
- Assist with annual budget preparation and periodic reforecasting
- Provide ad hoc financial analysis support
- Maintain and enhance financial planning tools, templates, and models
- Identify opportunities to streamline FP&A processes and improve reporting efficiency
- Collaborate with accounting team to ensure data integrity and reporting accuracy

Supervisory Responsibility

None.

Qualifications

- Associate or bachelor's degree preferred.
- 1-3 years of experience in finance, accounting, bookkeeping or related role a plus.
- Ability to prioritize and complete multiple tasks in an accurate, efficient, and timely manner.
- Strong proficiency in Microsoft Excel. Experience with accounting systems a plus.
- Excellent organizational skills with strong attention to detail and accuracy.
- Ability to manage multiple priorities and meet deadlines
- Positive, professional, team-oriented, and mission-driven attitude. Open to embracing new challenges.
- Appreciation for the mission of the organization is a must.

Expected Hours of Work

This is a full-time, non-exempt position. Typical workdays are Monday through Friday, with a total of 40 hours worked a week between the hours of 8 a.m. and 6:30 p.m. Occasional evening

or weekend hours for community/board meetings related to projects and/or special events; additional work hours as required.

Working Conditions/Physical Requirements

This job operates in a professional office environment. On occasion this position may work off-site at events. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.

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.

The employee is frequently required to operate a computer and other office equipment, communicate information and ideas so others will understand, observe details at close range, and will occasionally move items weighing up to 30 pounds.

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodation may be made to help enable qualified individuals with disabilities to perform the essential functions.

Disclaimer

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

Salary and Benefits

The starting salary for this position is commensurate with experience, starting from \$60,300. True Ground has a competitive benefits package that includes medical, dental and vision insurance, long and short-term disability insurance, life insurance, commuter benefits, 401k and paid leave. Remote work up to 50% of the time is available. Our corporate office in Ballston features free parking.

Equal Opportunity Employment

True Ground offers equal employment opportunities (EEO) to employees and applicants for employment and prohibits unlawful discrimination and unlawful harassment on the basis of race, color, religion, national origin, gender, age, disability, gender identity or expression, veteran status, marital status, sexual orientation or any other protected classes or categories as defined by federal, state or local laws. This policy applies to all terms and conditions of employment including, but not limited to recruitment, selection, promotion, termination, layoff, recall, transfer, leave of absence, training program participation, compensation and all other terms, conditions and privileges of employment.

True Ground is an [E-Verify employer](#) and will provide the federal government with Form I-9 information to confirm authorization to work in the US. True Ground will only use [E-Verify](#) once a job offer is accepted, following submission of the Form I-9.