



## **JUNIOR ACCOUNTANT**

**Reports to:** Senior Accountant

**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**

The Junior Accountant supports the accounting operations of the company's real estate development, land holding, and retail properties. This position is responsible for accounts payable processing, construction funding support, intercompany accounting, bookkeeping, rent collection monitoring, and vendor and project team communications. The role assists in maintaining accurate financial records, ensuring timely payments, and supporting monthly accounting activities. The Junior Accountant will report to the Senior Accountant and will work directly with the staff accountants, Director of Real Estate Accounting, project managers and other team members. This is a full-time position with an expectation of 2-3 days in office per week.

### **Essential Functions**

#### **Accounts Payable & Invoice Processing**

- Organize, review, stamp, and enter real estate project invoices into our AP processing tool, Stampli.
- Monitor invoice approval workflows and ensure all invoices are approved by established deadlines.
- Assist with preparing payment batches and check runs for review and processing.
- Assist with and monitor urgent payments for processing.
- Maintain accurate records of invoices, approvals, and payment activity.
- Respond to vendor inquiries related to invoice status and payment timing.
- Assist in resolving payment-related issues and discrepancies.
- Request required documentation for new vendors and accurately submit new vendors for approval.

#### **Construction Entity Support**

- Track construction loan draw funding for active development projects.
- Monitor project funding balances and expenditures.
- Communicate with True Ground project managers regarding payment status, funding availability, and invoice processing.
- Track intercompany advances and reimbursements between related entities.
- Prepare and reconcile intercompany transactions and account balances.
- Prepare reimbursement requests for advances made by related parties.
- Maintain supporting schedules and documentation for intercompany activity.

## **Property Accounting & Bookkeeping**

### **Land Holding Entities**

- Perform monthly bookkeeping activities for multiple land holding entities.
- Record cash transactions and intercompany activity.
- Maintain accurate general ledger records and supporting schedules.

### **Retail Property Entities**

- Perform monthly bookkeeping activities for retail property entities.
- Record cash receipts and disbursements.
- Prepare and monitor rent collections including drafting invoices and requesting funds from tenants.
- Identify and communicate delinquent rent payments.
- Monitor the timely processing and recovery of Common Area Maintenance (CAM) charges.
- Assist with monthly account reconciliations and close activities.

### **Corporate Credit Card Administration**

- Assist with monthly credit card accounting and reconciliations.
- Review coding of credit card transactions submitted by cardholders.
- Follow up on missing or incomplete transaction coding and documentation.

## **Supervisory Responsibility**

None.

## **Competency**

- Accounts Payable Processing
- Bookkeeping
- General Ledger Accounting
- Account Reconciliations
- Intercompany Accounting
- Real Estate and Property Accounting
- Construction Funding Administration
- Vendor Relations
- Organization and Time Management
- Attention to Detail

## **Qualifications**

- Associate's degree or Bachelor's degree in Accounting, Finance, or Business preferred.
- 1-3 years of accounting, bookkeeping, accounts payable, or related experience preferred.
- Experience with Microsoft Excel and accounting software required.
- Experience with Sage Intacct, Stamplicy, construction, or real estate accounting is a plus.
- Strong organizational skills and attention to detail.
- Effective written and verbal communication skills.
- Ability to manage multiple priorities and meet deadlines.
- Ability to work in a hybrid work environment, with virtual collaboration tools (MS Outlook, MS Teams) to effectively communicate with remote and on-site team members.
- Appreciation of the True Ground mission of providing affordable housing

### **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.

### **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 9 a.m. and 6:30 p.m. This position is designated as 50% - 100% in person.

### **Salary and Benefits**

The salary range for this role is \$60,000-\$75,000 annually.

True Ground is committed to equitable and competitive compensation practices. Initial offers typically fall within the lower to middle portion of the salary range and are determined based on relevant experience and education. The full salary range reflects opportunities for salary growth over time.

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. Benefits eligibility is dependent on the number of hours worked, and part-time employees may not have access to the full list of benefits. 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.*