



**Development Accountant
Full-time**

PIRHL is a full-service developer, builder and owner of affordable and workforce multifamily housing. Since 2005, the firm has developed 56 properties, 5,900 multifamily units, in the Midwest, Mid-Atlantic and Southeast. We bend the forces of the universe to create transformational, affordable and sustainable communities that help stabilize the lives of our residents.

Position Overview:

The Development Accountant will administer PIRHL's financial affairs to include financial reporting, tax compliance and job cost accounting, focusing primarily on development projects.

Core Responsibilities:

1. Utilize and thoroughly understand PIRHL's Timberline construction accounting system. Administer and maintain all corporate financial records including book of original entry, supporting schedules and subsidiary ledger through this system.
2. Support all levels of the company in budget preparation by providing relevant information when appropriate.
3. Establish and maintain job cost accounting standards for the company.
4. Manage the monthly accounting cycles of all development projects, as well as maintaining the relationships with all parties involved in the financing, including but not limited to banks, lenders, syndicators, housing finance agencies (HFA's), local and federal loan programs.
5. Maintain individual general ledgers and the integrity of the financials for all developments to which we provide accounting services.
6. Prepare monthly financial statements along with relevant supporting schedules including accounts payable, cost review and cash flow projections. Ensure that the monthly closeout process is consistent to preclude errors and/or omissions.
7. Reconcile intercompany accounts that exist between PIRHL companies and development projects. Adjust entries as necessary.
8. Initiate the setup of partnership checking accounts at the appropriate bank, considering the lender loan requirements, bank fee schedules, ease of working relationships and proximity of the physical location of the nearest branch.
9. Reconcile and balance all bank statements including but not limited to the partnership checking account as well as the construction loan accounts.
10. Maintain and report on development budgets throughout the life cycle of the project. This process starts with the award of tax credits and ends with the final closeout of the project typically 6-12 months after construction completion.
11. Prepare monthly requisitions to lenders, summarizing all relevant costs for the period to draw the appropriate amount of funds from the appropriate sources.
12. Review all agreements and contracts that PIRHL Contractors and PIRHL Developers enter into to identify and summarize relevant deal points.

13. Responsible for the timely and accurate billing of PIRHL companies. This includes billing on similar A/A format for PIRHL Contractors, billing within the promissory note process for PIRHL Developers, and billing any additional miscellaneous items.
14. Manage the accounts receivable process to ensure that PIRHL is paid when due, highlighting variances of unpaid balances on an ongoing basis.
15. Work closely with accounts payable to give direction on the payment of monthly invoicing for the development projects. Ensure that all information regarding the projects is properly reconciled, drawn upon and paid out to the appropriate vendors in a timely and efficient manner.
16. Understand the unique requirements attributable to State Housing Finance Agencies (HFA's) by studying and applying information related to each state's Qualified Allocation Plan (QAP).
17. For each development project, collect, process, prepare and assemble all information necessary to meet each HFA's final 8609 certification requirement.
18. Work with an independent accounting firm to provide annual tax returns for projects.

Qualifications:

- Bachelor's degree in Accounting or Finance with three (3) to five (5) years of experience
- Experience in real estate development accounting, construction accounting and knowledge of the affordable housing industry preferred
- Knowledge of tax credit financing and the mechanics of how that industry operates is a plus
- Experience working in a Microsoft Office Suite Environment
- Experience with Timberline Accounting Software
- Work with a sense of urgency – results -oriented
- Ability and desire to work closely with colleagues within an interdependent, intimate, team-oriented environment
- Self-disciplined and hard working in fast-paced, fast-changing, self-managing environment
- Strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses

TO APPLY

Please send a cover letter, resume, and three (3) professional references to:

PIRHL Human Resources

800 W. St. Clair Avenue / 4th Floor

Cleveland, OH 44113

dshaffer@pirhl.com

No phone calls, please.

Job Posting Number: P19D12