

Senior Property Accountant

Housing Alexandria (HALX) is a non-profit affordable housing developer and owner. [Click here](#) to learn more about our history, mission, vision, and values.

Purpose of Position

The Senior Property Accountant will work to enhance financial processes and ensure accurate, efficient day-to-day accounting operations for Housing Alexandria's multifamily property portfolio. The team member will oversee accounts payable, accounts receivable, general ledger management, financial reporting, and system integrity within Entrata. This role also provides direct supervision to a bookkeeper focused on receivables and acts as a key partner to property operations, asset management, and corporate finance.

The ideal candidate has deep knowledge of multifamily accounting operations, has strong management skills, is detail-oriented, and is eager to implement processes and improvements that support organizational growth and scalability. This role reports to the Controller.

Primary Responsibilities

Accounting

- Oversee accounts payable and ensure timely, accurate processing of invoices, vendor payments, and expense allocations for the multifamily portfolio.
- Manage and maintain accuracy across all applicable Entrata modules (GL, AP, AR), including troubleshooting issues, validating data imports/exports, and auditing transactions for compliance.
- Maintain and reconcile general ledger accounts in accordance with GAAP and HALX accounting standards.
- Prepare, review, and post journal entries with attention to completeness and proper documentation.
- Perform monthly bank reconciliations and resolve discrepancies promptly.
- Support HALX corporate accounting activities, including budgeting, allocations, and shared-services entries.
- Assist with the preparation of monthly, quarterly, and annual financial reports for internal and external stakeholders.
- Supervise and support accounts receivable functions, including rent posting, collections oversight, resident ledger accuracy, and reconciliation of AR reports.
- Lead month-end and year-end close processes for assigned properties, including accruals, adjustments, and variance analysis.
- Work with auditors by preparing schedules, pulling documentation, and ensuring timely responses to audit inquiries.
- Collaborate with internal teams to support budgeting, forecasting, financial modeling, and financial planning activities.
- Ensure compliance with accounting standards, tax regulations, funding requirements, and internal HALX policies.

Leadership & Process Improvement

- Supervise, mentor, and provide guidance to the Accounts Receivable Bookkeeper to ensure accuracy, timeliness, and growth in the role.
- Standardize accounting procedures and documentation for the multifamily portfolio.



- Serve as an Entrata subject-matter expert; develop property staff proficiency in invoice submission, expense coding, AR processes, and other accounting-related workflows.
- Work closely with property management teams, asset management, and corporate departments to resolve financial issues and ensure alignment between operations and accounting.
- Support the Controller to improve financial systems, assist in cross-functional projects, and implement process enhancements that improve efficiency and scalability.

Ongoing Work

- Maintain professional and technical knowledge by attending subject-relevant educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.
- Actively participate in all team meetings, training sessions, and other appropriate meetings and conferences as required.
- Foster Housing Alexandria's mission, culture, values, strategic plan, and commitment to diversity, equity, and inclusion.
- Perform other duties as directed.

Required Skills and Qualifications

- Bachelor's degree with coursework in finance, accounting, or related subjects.
- Minimum 4+ years of progressively responsible accounting experience, preferably in property management, real estate, or multifamily housing.
- Strong experience with accounts payable, accounts receivable, general ledger management, and month-end closing.
- Demonstrated proficiency in bank reconciliations, journal entries, and financial reporting.
- Solid understanding of GAAP and standard accounting practices.
- Experience using financial and property management systems; proficiency with Entrata and Sage Intacct strongly preferred.
- Exceptional attention to detail, accuracy, and analytical thinking.
- Strong communication and interpersonal skills with the ability to work independently and collaboratively.
- Demonstrated ability to streamline processes, improve systems, and support operational efficiency.
- Commitment to professional growth and alignment with Housing Alexandria's mission.

Position Requirements

This is a full-time position requiring the team member to be locally in the DMV area and must be in person at a Housing Alexandria office a minimum of 3 full days per week. Tuesday & Thursday are mandatory on-site days. This position requires the team member to occasionally work evenings and weekends and travel locally in the DMV area.

Is this position right for you?

We strongly encourage people of every race, color, orientation, age, gender, origin, and ability to apply. Candidates with lived experience in the services we provide are highly desired. We value a diverse workplace and prioritize an inclusive climate without discrimination and harassment during the application process and after you join the team.



Research indicates that men tend to apply for jobs when they meet just 60% of the criteria, while women and people from other marginalized groups only apply if they are a 100% match. If you are passionate about Housing Alexandria's mission and think you have what it takes to be successful in this role, even if you don't check all the boxes, please apply. We'd appreciate the opportunity to consider your application.

Salary and Benefits

Commensurate with experience. \$95,000 to \$100,000 annually.

Housing Alexandria's benefits package includes 100% employer-paid individual medical, dental, vision, life, and disability insurance. It also includes up to 5% matching 401(k), parental leave, HSA, tuition assistance, paid networking opportunities, a wellness program, robust paid time off, and more.

How to apply

Please submit a resume and cover letter to resumes@housingalexandria.org. **Resumes that do not include a cover letter will not be considered.**

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at-will" relationship.

Housing Alexandria is an Equal Opportunity Employer, a drug-free workplace, and complies with ADA regulations as applicable.

