

Organization: Enterprise Community Development

Position: Accountant III

Position Type: Full-time, hybrid

Location: Bethesda, MD

Please apply directly on our Careers Website: [Accountant III](#)

About Enterprise

Enterprise is a national nonprofit that exists to make a good home possible for the millions of families without one. We support community development organizations on the ground, aggregate and invest capital for impact, advance housing policy at every level of government, and build and manage communities ourselves. Since 1982, we have invested \$92.0 billion and created 1.1 million homes across all 50 states, the District of Columbia, Puerto Rico and the U.S. Virgin Islands – all to make home and community places of pride, power and belonging.

Working at Enterprise

At Enterprise, you'll be part of a diverse, committed team making a difference every day. You will collaborate with some of the smartest minds and biggest hearts in our field. You'll be empowered to drive systems change and take bold steps to advance racial equity. And you will find a career home where you're valued and supported in your growth journey.

Enterprise offers career opportunities in our offices across the country with an exceptional benefits package.

Job Description Summary

Assist the Controller and Assistant Controller, Financial Reporting, with daily transactions, processes and compliance for Enterprise Community Development. Responsibilities include financial reporting and general ledger accounting. The position will play a significant role in the month end, quarter end and year end closing. This position will be responsible for completing analyses and reconciliations and the preparation of monthly, quarterly financial and management reports. This position requires enthusiasm, excellent communication, analytical, organizational, and computer skills, and the ability to perform multiple tasks in a fast-paced, team-oriented environment.

Responsibilities

- Assist in the maintenance of the books and records for all legal entities which include the corporate entities, projects under predevelopment and development, operating entities, and the corporate general partners.
- Prepare periodic reconciliations and analysis, as required.

- Assist in intercompany accounting and reconciliation.
- Support the maintenance and/or establishment of accounting policies and procedures. Assist in system implementations and process improvements
- Assist with the corporate financial reporting functions of the organization. This includes helping coordinate, prepare analysis, draft reports and other tasks associated with the monthly, quarterly, and annual financial close and internal and external financial reporting processes.
- Assist with preparation of schedules to support information required in the tax preparation of Form 990 for the corporate entities and tax provision for corporate general partners.
- Perform other duties as assigned.

Qualifications and Skills

General:

- Bachelor's degree in Accounting or equivalent required; CPA and or advanced degree is preferred.
- 3 to 5 years of progressive accounting experience in either a corporate accounting or a public accounting setting, with at least 2 years of public accounting experience being preferred.
- Must be highly motivated, able to work independently and possess strong written and oral communication skills.
- Must possess strong financial, analytical, organizational, and quantitative skills, and ability to coordinate complex activities, prioritize conflicting demands and meet deadlines with a quality, accurate work product.

Specific:

- Knowledge of general accepted accounting principles (GAAP) is required.
- Proficient with Excel and Word and ability to quickly learn new software and systems required.
- Experience working in accounting systems, experience with Workday and Yardi a plus.
- Knowledge of real estate terminology and concepts preferred.

Salary Transparency

You will be joining a team of talented professionals motivated by serving the community and addressing the need for affordable housing.

Enterprise offers a comprehensive total rewards package for you and your family. The pay range for this position is **\$80K– \$100K**. The salary range represents the low and high end of what may be paid for this position. It is not typical for an individual to be hired at or near the top of the pay range, and

compensation decisions may be influenced by a variety of factors, including skills, qualifications, experience, and location.

Total Rewards at Enterprise

This range is just one component of our total rewards package, which also includes annual performance bonuses and generous paid leave programs.

Our benefits form a major part of the total rewards package. These include dental, health, and vision care plans, as well as family-building benefits such as adoption and surrogacy support. Enterprise supports flexible work arrangements to promote work-life balance and offers health advocacy, an Employee Assistance Program (EAP), and mental health benefits. We round out our package with financial education, wellness programs, and auto-enrollment in the company's 401(k) plan with employer matching contributions.

Finally, you will have access to learning and development opportunities, including tuition reimbursement for job-related courses and certifications. Thank you for your interest in joining the Enterprise team and contributing to our mission to serve others.