

Staff Accountant – Worcester & Gardner, MA

RCAP is currently seeking a qualified individual to join our Accounting team located in our Worcester & Gardner, MA office. The staff accountant is responsible for maintaining general ledgers and subsidiary journals related to one or more funds through trial balance. This is a fulltime position at 40 hours per week and comes with a full benefits package. Experience in HUD 202 Properties and low-income housing tax credits is a preferred.

Key Responsibilities

- Provide fiscal oversight for all Properties managed by RCAP Solutions.
- Prepares and sends financial reports to the funding sources according to the grant / contract requirements.
- Distributes monthly revenue & expense reports to RCAP and property management.
- Provides cash management for all RCAP managed properties.
- Reconciles HAP vouchers
- Responsible for analyzing the general ledger for accuracy and reconciliations of all accounts.
- Prepares schedules for all annual property audits.
- Works closely with all Property Managers on purchasing policies including the bid and approval process.
- Reviews and approves all vendor invoices for payment.
- Updates inventory and depreciation schedules for all properties.
- Responsible for month-end closing procedures and analyzing all general ledger accounts for the properties.
- Maintain vendor W-9's.
- Reviews bank reconciliations to ensure agreement with appropriate journals, registers and statements.
- Approve and code general ledger for all Financial Services disbursements
- Code and approve all Finance Service deposits
- Responsible for financial services monthly reconciliation
- Complete and submit CEDAC and USDA quarterly reporting
- Process and send 1098 forms to borrowers
- Prepare and process financial services monthly transfers
- Act as administrative support for borrower question and act as a back up to HMLP loan manager when needed.
- Send out documentation supporting mandatory pay off letters for HMLP program.
- Analyzes property vacancy reports to maximize income.
- Assists RCAP Solutions with month-end closing as needed.

Education and Experience Requirements

- Four years college with a degree in accounting or equivalent
- 5 yrs. experience as a full charge staff accountant.
- Preferred certification in Project Based Section 8 and low-income housing tax credits and working knowledge of BostonPost software.



Certifications or Licensures

- Valid Drivers' License
- Licensed notary preferred.

Working Conditions

- Typical office setting to include the ability to spend long hours sitting and using office equipment and computer
- Move regularly from sitting to standing position as well as frequently bend to file and maintain files.
- Ability to work on repetitive tasks and use fine motor skills to handle and control objects.
- Ability to use an ear piece or headphones.; Speak, listen and understand others.
- Some travel required; ability and willingness to travel to other RCAP locations to support human resources initiatives.
- Occasionally lift 10 to 15 lbs

Interested candidates, should submit a resume and cover letter to hr@rcapsolutions.org

Location – Worcester & Gardner, MA

Grade Level: 16

Compensation and Benefits:

RCAP Solutions, Inc. offers an excellent compensation and benefits package, including health, dental, 403b, vacation, 13 paid holidays, STD/LTD, etc.

To Apply:

Send cover letter and resume to our Human Resources Department or Email: HR@rcapsolutions.org or Fax: (978) 630-2751.

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