

June 3, 2008

COMMUNITY HOUSING PARTNERSHIP

SOLUTIONS TO HOMELESSNESS

JOB ANNOUNCEMENT STAFF ACCOUNTANT

JOB SUMMARY

The Staff Accountant works closely with the finance team to support the organization and management of the agency's financial operations. The work includes essential bookkeeping and transactional activities related to A/P, Payroll, A/R, Rent Roll, and Account Reconciliation as well as general support in the areas of file, information, and office management. The Staff Accountant will focus on Rent Roll and producing accurate reports for Property Management department. The Staff Accountant provides staff with a high level of customer service and assistance with financial transactions related to their work.

ORGANIZATIONAL SUMMARY

Community Housing Partnership (CHP) is a San Francisco-based nonprofit organization that develops and operates permanent housing for formerly homeless people with on-site support services, job training and employment opportunities. CHP's mission and values are based on the belief that tenant participation is fundamental to all aspects of the organization; over 50% of CHP staff members are formerly homeless and four tenants serve on our Board of Directors. CHP has a staff of over 150 people, with an annual operating budget of approximately \$10 million. CHP owns, manages and/or provides services at 11 buildings with 774 units of housing for formerly homeless adults and families. We are currently developing 3 new housing sites with a total of 250 apartments. For more information, visit www.chp-sf.org.

KNOWLEDGE, SKILLS and ABILITIES

- A minimum three years of experience, preferably in the nonprofit and housing sector.
- Experience with Payroll, Accounts Payable, and Accounts Receivable for an organization with a multi-million dollar budget.
- Experience with Rent Roll for a real estate or property management organization.
- Demonstrated commitment to working with homeless people and support for CHP's mission and culture.
- Proven ability to work sensitively and effectively with low-income, diverse, multi-ethnic populations.
- Ability to provide a high level of customer service and effectively manage confidential information.
- High level of organization and the ability to complete complex tasks with minimal supervision.
- Strong computer skills related to Financial Systems, Rent Roll software, and Excel.

COMPENSATION

Starting salary depends on experience (DOE). CHP offers excellent benefits and a flexible work environment.

APPLICATION PROCESS

Send resume and cover letter to: jobs@chp-sf.org. Or mail to Human Resources – Job Openings, 280 Turk Street, San Francisco, CA 94102. Fax: 415-749-2791.

Community Housing Partnership is an Equal Opportunity Employer. Formerly homeless people, people with disabilities, women and people of color are encouraged to apply. CHP hiring policies require a background check for all applicants working directly with at-risk people.