



The Community Partnership
For The Prevention
of Homelessness

JOB ANNOUNCEMENT

JOB TITLE: Junior Accountant
JOB TYPE: Full-Time, At-Will, Salaried (Essential Position)
REPORTS TO: Chief Financial Officer/Finance Senior Staff
LOCATION: 801 Pennsylvania Avenue, SE

POSITION SUMMARY:

The Junior Accountant is primarily responsible for the review of subcontractor invoices, data entry, accounts payable, spending tracking, reconciliation, organize and meet deadlines for a wide variety of job assignments and other tasks as assigned.

ESSENTIAL POSITION FUNCTIONS INCLUDE THE FOLLOWING:

- Perform Accounts Payable tasks: Prepare, organize, and enter invoices into accounting software, verify payment reports and file payment records for multiple projects including those governed by the District of Columbia (DHS) and those governed by the Federal Government (HUD-CoC)
- Perform invoice review and document verification of monthly program invoices submitted by sub-contractors for District-funded and HUD-funded programs
- Perform data entry for TCP weekly/biweekly payments including ERAP, ADM, SPC and OP3
- Maintain vendor information in accounts payable system
- Enter new client IDs in MIP
- Perform entry level bank account reconciliation
- Enter budget information into MIP; track provider budgets for DHS and COC contracts
- Maintain DHS and COC (continuum of Care) invoice files
- Process checks for SPC, ERAP, and CoC HUD funded programs
- Review and Prepare weekly administrative check requests
- Resolve administrative billing issues
- Review, follow up and resolve DHS/COC providers' invoices issues
- Assist with tracking District –funded Security and Food Contract Spending by locations
- Collect and assist with review of provider audits, follow up with issues and update the tracking reports, notify the Finance team timely for any payment holding.
- Track and create reports for providers' initial budgets issues and status

- Maintain Accounting Department administrative correspondence and files
- Perform timely notification of accounting forms, policy and procedure changes to subcontractors
- Perform coding updates of chart of accounts in MIP
- Assist with spending updates, grant reconciliations.
- Assist with organizing files and correspondence for the Accounting Department
- Assist with audit preparations as necessary
- Other duties assigned as deemed appropriate

MANDATORY REQUIREMENTS

EDUCATION AND EXPERIENCE

- Bachelor's degree in Business or Accounting or minimum 3 years accounts payable or related accounting experience. CPA preferred; Experience with federal contracts and familiarity with Uniform guidance regulations preferred.

REQUIRED SKILLS AND ABILITIES:

- Advanced computer literacy and expertise with software used in a typical office environment, e.g., Microsoft suite of office products, Excel, Outlook, Word, and PowerPoint to create and maintain reports and logs
- Excellent communication skills, to include ability to communicate clearly in writing and verbally to a wide range of audiences (customers, co-workers, managers, the public, stakeholders, etc.) face-to-face, virtually, or via telephone or other communication devices to elicit information
- Advanced understanding of accounting principles and procedures.
- Strong data entry and general math skills
- Ability to operate basic office equipment
- Outstanding organizational skills and ability to effectively prioritize and multi-task
- Must be able to identify and resolve problems in a timely manner
- Must be able to gather and analyze information skillfully
- Must have great listening skills and the ability to work well with people at various levels inside and outside of TCP
- Ability to work independently and function well as part of a team

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

- Ability to exhibit manual dexterity to dial a telephone, operate a computer keyboard and handle paper documents
- Ability to enter data and/or information into a computer
- Ability to understand written and/or oral instructions
- Ability to read a computer screen and printed materials with or without vision aids
- Physical ability to bend, stoop, climb stairs and reach overhead
- Prolonged periods of sitting at a desk and working on a computer

APPLICATION PROCESS

- Apply for this position through the TCP career center [Recruitment \(adp.com\)](https://adp.com)
- Your response to this job announcement may be considered for other similar available positions within The Community Partnership.
- No phone calls.

TCP has a mandatory COVID19 Vaccination (and booster) Policy. On your first day on site, you will be required to produce a COVID19 Record of Vaccination or other documentation to prove to TCP that you have been fully vaccinated from the coronavirus. Further, TCP contractors must also follow all health and safety protocols established by TCP to help maintain a safe workplace and healthy environment.

The Community Partnership for the Prevention of Homelessness is an equal opportunity employer, committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention, or other personnel actions affecting contractors, employees or applicants for employment. Personnel or selection decisions shall be based on merit and the ability to perform the essential functions of the work, with or without reasonable accommodation.

If you have any questions about our company policies or your rights as an applicant or require a reasonable accommodation, please contact our Office of the General Counsel at 202.543.5298 (ext. 307).