

BOOKKEEPER

Hog Hill Management Corp.

Location: Yonkers, New York

Employment Type: Full-Time

Position Summary

Hog Hill Management Corp. is seeking a detail-oriented and experienced **Bookkeeper** to join our property management team. The Bookkeeper will be responsible for maintaining accurate financial records for a portfolio of affordable housing properties and supporting the day-to-day accounting operations of the company.

The ideal candidate will have experience with property management accounting, be highly organized, possess strong attention to detail, and be comfortable working with multiple properties and accounts simultaneously.

Hog Hill Management manages affordable housing properties operating under a variety of federal, state, and local housing programs, including HUD and Low-Income Housing Tax Credit (LIHTC) programs. The Bookkeeper will work closely with property managers, management staff, vendors, and outside professionals to ensure that financial information is accurate, timely, and properly documented.

Essential Responsibilities

Accounts Payable

- Process invoices and prepare payments for vendors and service providers.
- Review invoices for accuracy, proper coding, approvals, and supporting documentation.
- Enter invoices and payments into the accounting system.
- Maintain accurate vendor records and payment histories.
- Reconcile vendor statements and resolve discrepancies.
- Monitor outstanding invoices and assist with timely payment processing.
- Maintain organized electronic and physical accounting records.

Accounts Receivable

- Record and post tenant rent receipts and other property income.
- Monitor outstanding tenant balances and assist management with collection-related accounting.
- Reconcile tenant accounts and investigate discrepancies.

- Process security deposits and other tenant-related transactions as directed.
- Assist with bank deposits and related documentation.

Bank and Account Reconciliations

- Prepare monthly bank reconciliations for assigned properties and accounts.
- Reconcile general ledger accounts and investigate unusual or outstanding items.
- Assist with credit card, operating, reserve, and other property account reconciliations.
- Identify and communicate discrepancies to management for resolution.

Property Accounting

- Maintain accurate books and records for multiple affordable housing properties.
- Record income and expenses using appropriate property and general ledger accounts.
- Assist with monthly financial close procedures.
- Prepare and maintain supporting schedules and account analyses.
- Assist with property budgets and budget-to-actual reporting.
- Maintain accurate records for operating accounts, reserve accounts, escrow accounts, and other property funds.
- Assist with financial reporting required by management, owners, lenders, investors, and regulatory agencies.

Affordable Housing Accounting & Compliance

- Maintain financial records in accordance with company policies and applicable requirements.
- Assist in maintaining documentation required for HUD, LIHTC, New York State housing programs, lenders, auditors, and other regulatory agencies.
- Maintain organized records to support annual audits, financial reviews, and regulatory inspections.
- Assist with tracking property expenses and other financial information associated with affordable housing programs.
- Maintain confidentiality of resident, employee, property, and financial information.

Administrative Support

- Work closely with Property Managers and Certification/Compliance staff to resolve accounting and resident account issues.
- Communicate professionally with vendors, residents, management, owners, and outside professionals.
- Assist with preparation of reports and documentation requested by management.
- Assist with annual audit preparation and provide requested financial documentation.
- Maintain organized and complete accounting files.
- Perform other accounting and administrative duties as assigned.

Qualifications

- 2+ years of bookkeeping or accounting experience preferred.
- Property management or affordable housing accounting experience strongly preferred.
- Experience working with multiple properties or entities is a plus.
- Knowledge of accounts payable, accounts receivable, general ledger accounting, and bank reconciliations.
- Strong computer skills and proficiency with Microsoft Excel.
- Experience with accounting software such as QuickBooks is preferred.
- Strong organizational and time-management skills.
- Excellent attention to detail and accuracy.
- Ability to prioritize work and meet deadlines.
- Strong written and verbal communication skills.
- Ability to maintain confidential information.
- Ability to work independently while also working effectively as part of a team.

Preferred Experience

Candidates with experience in the following areas are encouraged to apply:

- HUD-assisted housing
- Section 8
- Section 202/8
- Section 236

- Low-Income Housing Tax Credit (LIHTC)
- NYS Homes and Community Renewal (HCR/DHCR) programs
- Affordable housing property management
- Property management accounting
- Multi-property accounting
- Government or regulatory reporting

Why Work at Hog Hill Management?

Hog Hill Management has decades of experience providing professional management of affordable housing in Yonkers and throughout the communities we serve. The company was founded in 1970 and has developed a long-standing commitment to providing safe, clean, and affordable housing.

Our employees are an important part of our continued success. Working at Hog Hill provides an opportunity to develop expertise in property management and affordable housing while contributing to communities that provide quality homes to seniors, families, and other residents.

Equal Employment Opportunity

Hog Hill Management Corp. is an equal opportunity employer. We are committed to providing equal employment opportunities to qualified applicants and employees in accordance with applicable federal, state, and local laws.

We are committed to maintaining a professional workplace where employees are treated with dignity, respect, and fairness.

Compensation

Suggested Salary Range: \$26 to \$33 per hour, depending on experience and professional certifications.

To Apply:

Please submit your résumé and a brief cover letter describing your qualifications and interest in the position.