



Delta Gamma

1873

Job Title: housing operations accountant

Department: Office of Housing

Reports to: director of housing operations

FLSA Status: exempt; fulltime

Location: Columbus, Oh or remote eligible

Apply Link: fpls.in/oohaccountant

Application Deadline: November 29, 2020

Job Summary:

- Responsible for all aspects of the Housing financial recordkeeping and reporting. Manage the day-to-day operations and handle accounting related issues for the Office of Housing staff
- Perform assigned duties in conformity with the Constitution and policies of Delta Gamma Fraternity and Foundation

Essential Functions:

General

- Audit the general ledger for FHC and participant house corporations and send monthly reports electronically
- Balance fixed assets, prepaid accounts, petty cash accounts, and receivables accounts on a quarterly basis
- Import fixed assets and calculate depreciation quarterly
- Reconcile intercompany books and load all entries
- Work with the Delta Gamma Foundation on restricted donations for capital campaigns
- Work with banks, Delta Gamma Fraternity, and Delta Gamma Fraternity Housing Corporation to establish new loans
- Assist director of housing operations with preparation of FHC budget
- Prepare FMC budget with assistance from director of housing operations
- Reconcile FHC cash accounts
- Assist director of housing operations on budgets for training venues and pro-forma for clients regarding major projects
- For new clients, load all revenue and expense balances for the fiscal year as well as any assets, liabilities and accumulated depreciation amounts as per latest balance sheet
- Prepare all audit schedules and assist auditors during year-end audit
- Maintain files for above responsibilities
- Answer any accounting questions and inquiries from FHC participants
- Perform additional responsibilities as assigned by the director of housing operations

Government

- Prepare all 990 tax information for auditors and payment of estimated taxes
- Process federal forms 990, 990EZ, 990N, and 990T if applicable for all FHC clients
- Process all state tax returns as required by each state
- Handle all correspondence with the IRS
- Complete Form 1024 for those wishing to change tax status or obtain a C7 status for the first time
- Research and educate clients on current tax issues including but not limited to set-aside, tax planning, and employment wage law
- Maintain files for above responsibilities, including any preparation for yearly audit

Qualifications:

- Bachelor's degree in Accounting; knowledgeable of GAAP
- CPA or CMA preferred
- At least three years' experience with a financial organization
- Strong written and verbal skills
- Ability to complete IRS tax documents and communicate with local, state and federal government entities

11/2020