



Accounting Coordinator

Updated March 2023

Reports to: Interim Finance Director and Accounting Director

Hours/status: Part-time; non-exempt

Information Regarding College Houses, Inc.

College Houses, Inc. is a 501(c)(3) nonprofit organization that owns five large, cooperatively run, residential properties in the West Campus area of Austin, TX. Four properties are considered their own co-op, and one property contains three separate co-ops. Across the seven houses, we have more than 500 members living cooperatively. The co-ops at these locations are regarded as their own houses:

1. Opsis Co-op (graduate students only, ~20 members): 1906 Pearl Street
2. Pearl Street Co-op (~120 members): 2000 Pearl Street
3. 21st Street Co-op (~100 members): 707 West 21st Street
4. Taos Co-op (~110 members): 2612 Guadalupe Street

One property, affectionately known as Super Co-op, contains three separate houses:

5. Laurel Co-op (~60 members): 1905 Nueces Street Floors # 1 and #2
6. Nueces Co-op (~35 members): 1905 Nueces Street Floor # 3
7. Halsted Co-op (~75 members): 1905 Nueces Street Floors # 4 and # 5

Each of the seven houses is self-governed by officers who are elected by members of their co-op. The members at each house elect one or two of their members to serve on the College Houses, Inc. board of directors. The board of directors is the governing body for the College Houses, Inc. organization. Some board members also serve on one of four committees: Governance, Engagement, Finance, and Facilities/Operations.

Responsibilities:

The Accounting Coordinator ("Coordinator") works under the supervision of the Executive Director, the Interim Finance Director, and the Accounting Director. The Coordinator will work closely with the Accounting Director, who will continue to serve as the lead on all responsibilities for Accounts Payable and Accounts Receivable (including rent paid by the student-members that reside at one of the seven houses). The Coordinator will be instrumental in creating the accounting records of several new nonprofit organizations that may be established as part of a proposed restructuring of the College Houses, Inc. organization. The Coordinator will serve as staff liaison to the Finance Committee members. Additionally, the Coordinator will prepare financial forecasting models to assist College Houses, Inc. in managing its residential housing units more efficiently.

Duties for Accounting Coordinator:

- Maintaining primary responsibility for Accounts Receivable (mainly rent payments from university students) or Accounts Payable (a variety of vendors that provide products or services to a multimillion-dollar real estate management firm);
- Assist in the preparation of financial statements (balance sheet, income statement, and statement of cash flows) every month;
- Preparing financial model spreadsheets to forecast cash flows and creating what-if scenarios (i.e., debt refinancing, changes in vendors and vendor pricing, asset sales, asset swaps, potential joint ventures with real estate development firms, etc.) that could be analyzed for more efficient management of a multimillion real estate portfolio;
- Other duties as assigned by the Executive Director, the Accounting Director, and the Interim Finance Director;

Job Requirements:

- Bachelor's degree in Accounting or Finance required. Preferred: CPA designation or CFA charter;
- Minimum of 3 years experience in preparing journal entries and creating financial statements (balance sheet, income statement, and statement of cash flows);
- Minimum of 3 years experience in creating financial model spreadsheets for business entities;
- Experience working in the real estate management or real estate development industries (preferred);
- Proficiency in multi-family housing, with an emphasis on university students (preferred);

Application Process

Please submit your resume, cover letter, and three professional references to College Houses, Inc. via this email address: jobs@collegehouses.org