

Accounting Specialist

Position Summary

The Accounting Specialist is a full-time position. It supports the organization's financial operations through a variety of accounting processes, compliance activities, and financial monitoring tasks. This role requires strong attention to detail, the ability to manage multiple workflows, and collaboration with internal teams to ensure accurate and timely financial reporting. The Specialist will be cross trained to support other key operational departments and functions.

Accounts Payable & Disbursements

- Processing of Accounts Payable functions across multiple communities (approximately 11 entities), supporting automation and workflow improvements.
- Provide backup support for manual check processing, including preparation, review, and coordination with printing staff.
- Process annual property tax online ACH payments and maintenance of tracking spreadsheets.

Financial Monitoring, Reconciliation & Reporting

- Reconcile monthly association financial statements for associations (for some Associations ... not the 11 with AP support) ensuring accuracy and completeness.
- Prepare and post journal entries as needed to support accurate financial reporting.
- Monitor extraordinary balances, credits, and account variances on a quarterly basis.
- Reconcile Collins Lake Water deposits with Kitsap Bank Statements

Audit Compliance & Regulatory Reporting

- Coordinate audit workflow and processing, including preparation of documentation and facilitating communication between the auditor, manager and board members.
- Prepare and process annual 1099 forms.
- EIN mismatch pursuit
- Assist with preparation and filing of tax returns.
- Complete and maintain IRS Form 8655 documentation.
- Support accounting treatment of prior-year bad debt write-offs.

Bankruptcy & Legal Financial Processes

- Monitor active bankruptcy cases and track new filings.
- Prepare and submit Proof of Claim documentation.

- Maintain records related to bankruptcy accounts.

Process Improvement & Cross-Training

- Participate in process improvement initiatives and workflow enhancements.
- Serve as backup support for key accounting functions.
- Assist with escrow account backup and processing functions as needed.
- Develop and maintain an in-depth working knowledge of Vantaca, including company-wide action item configuration, workflow setup, automation maintenance, process updates, and ongoing optimization. Serve as a resource for troubleshooting, improving efficiency, and ensuring action item processes remain accurate, consistent, and aligned with operational needs across departments.

Qualifications

- Associate's or Bachelor's degree in Accounting, Finance, or equivalent experience
- 2+ years of accounting or bookkeeping experience.
- Strong attention to detail, organizational, and communication skills.

Compensation & Benefits

- Full time position. Starting salary \$56,000.00 - \$62,000.00
- PTO is unlimited, but must be approved by immediate supervisor.
- All employees can contribute to an employer sponsored 401K retirement account. Employer contributes a matching contribution up to 4%.

Questions? Or to apply for the position:

- Contact Emily Balcar for more information: e.balcar@hoacommunitysolutions.com