

**Central Minnesota Housing Partnership, Inc.**  
**Job Posting**

**Position:** Portfolio Accountant

**Exempt Status:** FLSA Exempt

**Employer:** Central Minnesota Housing Partnership, Inc.

**Location:** St. Augusta, MN

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**The Central Minnesota Housing Partnership (CMHP)**, a leading regional non-profit affordable housing organization, is seeking a motivated individual to join our staff as a Portfolio Accountant to provide accounting services to the Property Management department. This includes approving A/P, balancing bank statements, preparing financial statements, leading property audit preparation and giving general direction to the bookkeeper. The Portfolio Accountant will report to the Property Director.

**Job Duties:**

- Approve A/P coding and checks issued by the bookkeeper.
- Preparation and distribution of monthly, quarterly, and annual financial statements
- Annual audit preparation and provide documentation requested by auditors.
- Prepare 1099 forms annually. Close out year end.
- Budget Preparation assistance
- Track and record capital improvements, maintenance work and spending, collections, bad debt write-offs, security deposits, utilities, replacement reserves, escrows, voucher payments, and receipts.
- Manage and track USDA Rural Development project worksheets via USDA Minc computer program.
- Perform monthly bank reconciliations and tie outs.

**Job Requirements:**

- BA in Accounting or associate's degree (minimum)
- Prefer 2+ years' experience working with property management, accounting and associated software (prefer Yardi)
- Fair housing training
- Prefer experience in affordable housing.
- Possess a valid driver's license, clean driving record, and vehicle insurance.
- Basic computer skills including ability to send and receive emails, work with Microsoft Office, Excel, Internet Explorer, FHA Simply Software, YARDI, and USDA Rural Development Minc.
- Must be able to work in excess of 40 hours as needed.

**Physical Requirements**

- Ability to stand, walk, reach, climb, and bend.
- Ability to lift up to 30 pounds.
- Ability to sit or stand for long periods of time.

**Educational Experience:**

BA or associate's degree in accounting with the ability to read financial statements.

Competitive salary and exceptional benefits package. For a full job description, please visit our website at: [www.cmhp.net](http://www.cmhp.net)

Please submit cover letter and resume to Julie Schueller by e-mail: [julie@cmhp.net](mailto:julie@cmhp.net); or by mail to:

CMHP, Inc.  
Attn: Julie Schueller  
24707 CTY RD 75  
St. Augusta, MN 56301

Cover letter and resume due by May 1, 2025, no calls please.