St.Nicks Alliance

Where Opportunity Grows

Senior Property Accountant – Property Accounts Payable Manager

Who we are:

St. Nicks Alliance, a North Brooklyn based community organization, seeks to transform lives of low- and moderate-income people through employment, education, housing, elder care and social services. We do this by delivering impactful services with measurable outcomes to children, adults, and the elderly. As a civic anchor, we carry out this mission within the context of building a sustainable community for all people through the arts, environmental advocacy, and urban planning.

We are currently seeking a **full-time senior property accountant – property accounts payable manager** for our 2 Kingsland Avenue location in Brooklyn.

What you'll do:

The senior property accountant leads the Accounts Payable function for the property management division, overseeing end-to-end AP operations, construction draw accounting, and cost allocations while ensuring compliance with company policies and procedures. This position supervises two accounting team members and partners with the property controller to implement new accounting processes, support automation initiatives, and improve operational efficiency through technology. The ideal candidate is a collaborative leader with strong analytical skills, excellent attention to detail, and a passion for continuous process improvement.

Specific duties include, but are not limited to:

- Lead the Property Management Accounts Payable function, including invoice processing, vendor maintenance, payment processing, AP reconciliations, and annual 1099 reporting.
- Oversee construction draw accounting by coordinating draw requests, funding, and related journal entries with funding agencies and the development team.
- Prepare and analyze cost allocations, reconcile Section 8 and other deposits, and support audit requests.
- Supervise, mentor, and develop two accounting staff members while reviewing work for accuracy and compliance.
- Partner with the property controller to implement accounting improvements, automation initiatives, and system enhancements.
- Monitor compliance with company policies, strengthen internal controls, and identify opportunities to improve operational efficiency
- Lead or participate in special projects and perform other duties as assigned by the Property Controller

What we are looking for:

- Bachelor's degree in accounting or finance required
- Master's degree in accounting, CPA, or CPA candidacy preferred
- Minimum of five years of progressive property accounting experience, preferably in affordable housing or real estate
- Experience managing accounts payable operations, construction draws, and capital project funding
- Previous supervisory or team lead experience
- Strong knowledge of general ledger accounting, AP processes, financial reporting, and cost allocations
- Intermediate to advanced Microsoft Excel skills, including Pivot Tables, XLOOKUP, and advanced formulas
- Experience with RealPage, Yardi, MRI, or similar property management/accounting systems
- Strong technology aptitude with the ability to implement new systems, automate processes, and improve workflows
- Excellent analytical, organizational, communication, and problem-solving skills with the ability to manage multiple priorities

What's in it for you:

- compensation range: $95,000-$100,000 *(The actual compensation will depend on a variety of job-related factors which may include geographic location, work experience, education, and skill level.)*

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- competitive benefits package (medical, dental, vision, 401K)
- 12 company paid holidays; paid vacation, sick, and personal time off
- learning & development opportunities and access to wellness programs

How to apply:

Please submit your resume and a cover letter outlining your qualifications and interest in the position to knguyen@stnicksalliance.org

St. Nicks Alliance is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, national origin, religion, sex, gender identity, age, disability, alienage or citizenship status, ancestry, marital status, sexual orientation, veteran status, or any other status or characteristic protected by applicable federal, state or local laws.

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