

## JOB ANNOUNCEMENT



POSITION: Accounting Quality Assurance Specialist

SALARY: D.O.E. + full benefits

DESCRIPTION OF COMPANY: Caritas Management Corporation (CMC) is a wholly-owned, for-profit subsidiary of Mission Housing Development Corporation (MHDC). Created in 1983, CMC now manages over 1,500 affordable housing units for MHDC and various other non-profit, community-based organizations in San Francisco. The types of housing range widely, from single room occupancy hotels to apartment buildings for families and seniors. CMC's services include financial management, rent-up and on-going leasing, maintenance, janitorial and security. Minority-owned and operated, CMC's philosophy of tenant-supportive and fiscally sound management reflects the mission and purpose of its parent company.

DESCRIPTION OF POSITION: Reports to the President. Inspects accounting systems and records to determine their efficiency, protective value, and accuracy. Performs tests of the operational and financial records as deemed appropriate. Analyze monthly, quarterly and annual financial information. Prepare documents for external audits, serve as the Subject Matter Expert (SME). Create and implement policies and procedures. Oversee adherence of financial policies and procedures.

### QUALIFICATIONS:

- At least 5 years' experience in financial auditing, quality assurance or accounting, preferably in the Property Management field, ideally in the affordable housing industry
- Advanced proficiency in Quickbooks, Excel, all other Microsoft Office applications
- Experience with Yardi or other property management software required
- Excellent administrative, organization & time management skills
- Ability to generate written correspondence, reports and documentation
- Strong verbal communication and team-work abilities

### TO APPLY:

Send resume and letter of interest to: Caritas Management Corporation  
1358 Valencia St.  
San Francisco, CA 94110

## **EQUAL OPPORTUNITY EMPLOYER**

Caritas Management Corporation ("CMC") provides equal employment opportunities to all employees and applicants for employment without regard race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, veteran status, or any other consideration made unlawful by federal, state, or local laws. San Francisco ONLY: CMC will consider qualified applicants with a criminal history pursuant to San Francisco's Fair Chance Ordinance. Oakland ONLY: Section 3 candidates will be given priority at Section 3 properties.



**Caritas Management Corporation - 1358 Valencia Street, San Francisco, CA 94110**  
**Tel. (415) 647-7191 Fax (415) 648-3919**



If you have any questions for disability that requires a reasonable accommodation, please contact  
Section 504 Coordinator: Tel. (415) 647-7191 ext. 112 TTY / TDD: 711 / or 1-800-545-1833 ext. 468

**WE ARE AN EQUAL OPPORTUNITY HOUSING PROVIDER**