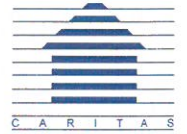


## JOB ANNOUNCEMENT



POSITION: Corporate Accountant, Full-time

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. Handles the entire corporate accounting process from billing, recording of transactions and all monthly financial reporting. Coordinate with Human Resources and Property Management Accountants on all related accounting issues. Prepares all accounting periodic and annual reports and schedules required in the business operation.

### QUALIFICATIONS:

- Must be computer savvy and proficient in Microsoft Excel, Outlook, QuickBooks and Yardi Voyager
- Minimum five years property management experience
- Ability to write, speak and interact clearly and professionally
- Strong multi-tasking and time-management skills
- Self-starter

### TO APPLY:

Send resume and letter of interest to:

Caritas Management Corporation  
1358 Valencia St.  
San Francisco, CA 94110  
(Open Monday – Friday 9:00 am – 5:00 pm)

### **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**