



United Community Housing Coalition (UCHC) is seeking an inquisitive, detail-oriented, critical thinker with people skills and the ability to multi-task in a fast paced environment to work with the Finance Director to execute the organization's accounting functions.

### **Key Responsibilities**

- General accounting functions including execution of transactions and maintenance of the general ledger, accounts payable, accounts receivable and payroll including documenting, and maintaining complete and accurate supporting information for all financial transactions.
- Preparation of reimbursement reports for City of Detroit and foundation grants.
- Assist with preparation for annual audit and monitoring by various funding sources.

### **Qualifications and Requirements**

- Bachelor's Degree in accounting, finance, or related field; or equivalent years of relevant experience required.
- Prior experience in a non-profit accounting including grant financial management.
- Knowledge of federal grants and regulations, grant administration, budgeting preferred.
- Proficiency in Accounting, Microsoft Office, data management software. Salesforce and Quickbooks preferred.

### **Specifics**

Full-time position with benefits. Hourly rate commensurate with experience.

Schedule: 9:00 a.m. – 5:00 p.m., Monday-Friday

Interested candidates should send a resume, an employment application, cover letter, and three references to: [jthompson@uchcdetroit.org](mailto:jthompson@uchcdetroit.org)

### **About UCHC**

United Community Housing Coalition (UCHC) is a nonprofit comprehensive housing assistance organization, which has provided a variety of housing-related services to Detroit's low-income residents since 1973.

The organization has worked with tenants, homesteaders, homeowners, the homeless, community organizations rebuilding neighborhoods and providing affordable housing, religious, civil rights, labor and housing advocacy organization to improve, preserve and expand affordable housing opportunities for low-income Detroiters.

Because of its long history and significant expertise as a comprehensive housing services provider in Michigan, the organization is frequently asked to provide advice to other organizations in communities across Southeast Michigan.

All service are provided to income-eligible families and individuals free of charge.

*United Community Housing Coalition (UCHC) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, UCHC complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including but not limited to recruiting, hiring, placement, promotion, and termination. Consistent with state and federal laws, UCHC is committed to maintaining a workplace free from the abuse of drugs and alcohol.*