

Job Posting: Accountant – Burleigh County Housing Authority

Position Title: Accountant

Location: Bismarck, ND (On-site)

Agency: Burleigh County Housing Authority & Community Homes of Bismarck, Inc.

Status: Full-Time, Permanent

Salary: DOE – Competitive salary with benefits \$72295-\$88974

Application Deadline: Open until filled

Summary:

Burleigh County Housing Authority (BCHA) and Community Homes of Bismarck, Inc., a nonprofit affordable housing provider, are seeking a detail-oriented and experienced **Accountant** to manage financial operations across multiple federally and state-funded housing programs. This position also supports basic human resources functions such as payroll and benefit coordination.

The Accountant plays a vital role in ensuring compliance with HUD and state financial regulations, maintaining sound financial controls, and supporting both the public and nonprofit entities. The position also requires familiarity with development accounting and funding for housing projects.

Primary Responsibilities:

- Manage full-cycle accounting: accounts payable/receivable, general ledger, and reconciliations
 - Prepare monthly financials, HUD/VMS reports, and grant tracking
 - Support budgeting, year-end close, and external audits
 - Process biweekly payroll and maintain benefit records
 - Ensure compliance with 2 CFR Part 200 and other applicable regulations
 - Provide financial management for Community Homes of Bismarck, Inc., including restricted fund tracking
 - Assist with project accounting for development and rehabilitation activities
 - Support HR functions such as onboarding, employee file maintenance, and benefit coordination
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Preferred Qualifications:

- Bachelor's degree in Accounting, Finance, or related field required
- 2+ years of experience in nonprofit or governmental accounting

- Experience with HUD regulations, Low-Income Housing Tax Credits (LIHTC), and grant compliance
 - Familiarity with development finance and capital project accounting
 - Proficiency with Yardi Voyager, QuickBooks, and Microsoft Excel
 - Understanding of payroll systems and basic HR administration
 - Excellent organizational, analytical, and time management skills
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How to Apply:

Submit resume and cover letter to:

Nicole Schurhamer, Executive Director

Email: nicole@bchabis.com

Subject: Accountant Application