



SENIOR ACCOUNTANT

ABOUT ARUNDEL COMMUNITY DEVELOPMENT SERVICES, INC. (ACDS)

Arundel Community Development Services, Inc. (ACDS) is an established nonprofit organization created by Anne Arundel County to develop housing and community development opportunities for low-income households and underserved communities. Arundel Community Development Services, Inc. manages over \$25 million in federal, State, and local housing and community development funds. The organization works to make equitable and impactful investments on behalf of people and communities most in need. In addition to creating and preserving affordable housing and administering funds to nonprofit partners working in the community, ACDS directly implements several programs that serve limited income clients directly, including an award-winning Eviction Prevention Program, Property Rehabilitation Program and suite of homeownership counseling services.

If you are looking for challenging and diverse assignments and have a commitment to performance and quality, then ACDS wants you to join our team!

WHY JOIN OUR TEAM?

Along with competitive pay, ACDS offers excellent benefits (medical, dental, and vision plans, 100% employer Term Life Insurance, Long-Term Disability, 403b Employer Contribution (12%) as well as 15 days PTO and tuition assistance/professional development plans. We are committed to Diversity, Equity, and Inclusion, providing organizational-wide social opportunities, and constantly improving our ongoing efforts to positively impact the communities we serve.

SUMMARY

ACDS is seeking a Senior Accountant who, under supervision of the Director of Finance, will coordinate the day-to-day operations of the Corporation's financial management system to ensure compliance with all applicable federal, state and local regulations and grant agreements in accordance with generally accepted accounting principles (GAAP). The Senior Accountant will provide primary accounting functions for all grant awards, from award to final closing. This Position is part of the leadership of the Finance department and must be able to work with a high degree of self-reliance and independence while coordinating with the Director of Finance. Additional significant duties include:

- Coordinating the day-to-day financial operations of the Corporation's finance management system, including accounts payable, accounts receivable, general ledger posting and payroll posting.
- Assigning and instructing the daily workload of the accounting staff engaged in general accounting activities.
- Reviewing and approving weekly accounts payable invoices for processing.
- Preparing journal entries to post accounting distributions for fully burdened payroll costs.
- Closing the books of the Corporation on a quarterly basis and prepare required journal entries including posting depreciation expense, indirect cost allocation costs.
- Reconciling all balance sheet accounts.
- Preparing quarterly interim financial statements including the profit and loss statements and Statement of Financial Position (Balance Sheet) for review.
- Compiling accurate financial reports required by management and grantors.

QUALIFICATIONS

A Bachelor's Degree in Accounting, Finance or related fields is required and a minimum of 6 years of related work experience. The ideal candidate should have strong accounting software proficiency as well as advanced skills with spreadsheets, and be able to demonstrate knowledge of financial reporting and GAAP principles. Experience with Abila MIP and grants management a plus.

SKILLS

Strong organizational, analytical skills and effective time management skills to handle multiple projects and deliverables. A detail-oriented approach to tasks and people skills. Excellent verbal and written communication skills.

SALARY

Salary ranges from \$85,000-\$100,000 depending on experience. Full-time 40 hours weekly, flex schedules offered. (In-Office work with potential for some hybrid work).

HOW TO APPLY

Email your resume to Human Resources at hrresumes@acdsinc.org. Cover letters are encouraged,

ACDS is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

06.09.2025