



**Position Title:** Sr. Accountant

**Department:** Finance

**Reports to:** CFO

Sigma Phi Epsilon Fraternity (SigEp) seeks a highly qualified accounting professional to provide accounting support to the Fraternity's real estate subsidiary, SigEp National Housing (SENH). SENH is a wholly owned subsidiary of the Fraternity that exists to support the housing initiatives and needs of the Fraternity. The ideal candidate will have lending accounting experience, very strong general accounting skills, and a deep knowledge of intercompany accounting. This position contributes to SigEp's overall success by ensuring mortgages are accurately recorded and accounted for and accounts are timely reconciled for delivery of accurate and timely financial statements.

**Overall Responsibility:** Provide general accounting support for SENH operations, including reconciliations, analysis, compliance, audit and financial reporting.

**Key tasks and responsibilities:**

1. Accurately prepare and record entries from subledger to general ledger.
2. Accurately prepare and record entries for lending portfolios.
3. Ensure accuracy of balance sheet by performing monthly account reconciliations.
4. Prepare and send accurate escrow and loan statements according to schedule.
5. Prepare entries for new and closing loans.
6. Set up new assets, record disposals and record depreciation.
7. Prepare and record intercompany eliminating entries.
8. Prepare quarterly loan compliance reports.
9. Allocate and record earned interest across deposit pool.
10. Other duties as assigned.

**Skills:**

- Excellent customer service skills
- Thorough understanding of GAAP and accrual accounting
- Proven ability to collaborate with various constituencies
- Proven ability to organize and prioritize work
- Excellent analytical and organizational skills
- Proven ability to work independently
- Knowledge of lending accounting and processes
- Experience working with Financial Edge, Propertyware, and/or Mortgage Office desired

**Minimum Qualifications:**

- Bachelor's degree in accounting
- 5 years professional accounting experience

**How to Apply:**

To apply for this position, submit a cover letter and resume to [sigep.career@sigep.net](mailto:sigep.career@sigep.net).

**About Sigma Phi Epsilon:**

Headquartered in Richmond, Virginia, Sigma Phi Epsilon (SigEp) is an American college fraternity with more than 14,000 undergraduates on 200+ campuses across the United States. Established in 1901, its mission is "Building Balanced Men," which is achieved through a continuous member development program focused on academic achievement, healthy lifestyle choices and leadership development. The Fraternity currently maintains a 3.20 national GPA.

SigEp is committed to providing equal opportunity in all of our employment practices to all qualified applicants and employees without regard to age, race, color, sex, sexual orientation, religion, national origin, disability, or any other category protected by federal and state law.