



HUD Compliance Accountant

Program: Administration

Reports to: Chief Financial Officer

Job Location: Rutherford Office/Remote

Position Status: ☐ Full-time ☒ Part-time

FLSA Classification : ☐ Exempt ☒ Non-exempt

Salary Range - \$42 - \$44/hr

The **HUD Compliance Accountant (Seasonal)** reports to the Chief Financial Officer (CFO). This role includes reviewing and correcting historical financial records, drafting and updating compliance policies, supporting match tracking, and advising on potential system enhancements. The successful candidate will work directly with HUD staff as appropriate to determine the scope of work, develop a project plan, and prioritize tasks in coordination with the CFO and the VP of Housing and Homelessness.

Essential Responsibilities:

- **Policy and Procedure Development**
 - Evaluate existing financial, grants management, and internal control policies related to HUD-funded programs.
 - Personally draft and revise accounting and compliance procedures to ensure alignment with 2 CFR Part 200, HUD financial regulations, and audit readiness.
 - Identify and create any missing documentation required for full compliance.
 - Submit finalized materials for review by the CFO and CEO, with potential presentation to the executive team as needed.
- **Financial Review and Adjustments**
 - Review historical entries for HUD-funded programs and determine corrections needed to align with federal cost principles.
 - Personally enter adjusting and reclassification entries in the MIP (Abila) accounting system.
 - Maintain audit-ready documentation to support all entries and adjustments in accordance with GAAP and federal standards.
- **Match and Cost Share Tracking**
 - Develop and implement procedures to track required HUD match contributions, including cash and in-kind from both internal and external sources.
 - Establish systems to verify, reconcile, and report on match commitments and expenditures.
- **Monitoring Visit Preparation and Support**
 - Assist in preparing financial reports, policies, and documentation needed for the upcoming HUD monitoring visit.
 - Coordinate with internal staff and programs to ensure completeness and accuracy of all financial compliance materials.
- Serve as a financial subject matter expert during the HUD monitoring visit and support the organization's responses and compliance efforts.

- **System Evaluation and Implementation**

- Assist in evaluating the potential implementation of Momentive Software for requisition and invoicing.
- Determine if the system is compliant and cost-allowable under HUD guidelines and if so, help design a plan for implementation and staff training.
- Support integration with MIP accounts payable workflows if approved.

- **Project Planning and Prioritization**

- Collaborate with HUD staff, as appropriate, to determine compliance expectations and technical requirements.
- Work with the CFO and VP of Housing & Homelessness to develop a comprehensive project plan that outlines tasks, timelines, and deliverables.
- Establish assignment priorities based on regulatory urgency, internal capacity, and HUD feedback.

Competencies:

- Commitment to Family Eldercare's mission, vision, values, and programs with ability to convey that information.
- Working knowledge of applicable local, state, finance and payroll regulations
- Professionally and favorably represents agency in all interactions
- Leads by example; inspires and motivates others
- Solid understanding of organizational operations, thinks strategically, and acts intentionally
- Ability to own actions, learn from mistakes, and commit to continuous improvement
- Clear and effective verbal, written, and nonverbal communication; ability to state performance expectations and provide specific feedback to develop and stretch direct reports
- Technology savvy; advanced proficiency in accounting and payroll software
- Impactful in a changing environment with limited structure; champions change consistent with organizational strategies, goals, and objectives
- Respect for diversity and inclusion and ability to integrate a variety of approaches to work initiatives
- Collaborative across programs/departments/services
- Ability to delegate, resolve conflict, utilize resources, and empower team members to make decisions
- Recognizes and understands own and others' emotions and applies knowledge to motivate others
- Ability to make constructive use of supervision

Minimum Education and Experience:

- Bachelor's degree in Accounting, Finance, or related field.
- At least 5 years of nonprofit or government accounting experience, including HUD grant compliance.
- Strong command of 2 CFR Part 200 (Uniform Guidance) and HUD financial requirements.
- Proficient in MIP (Abila), with demonstrated ability to make and document historical corrections.
- Experience drafting policies and procedures and working with federal funders.
- Strong communication, technical writing, and project coordination skills.
- Ability to work independently and collaboratively with finance staff, leadership, and government representatives.

Preferred Qualifications:

- CPA or equivalent certification.
- Prior experience supporting HUD monitoring visits or federal grant audits.
- Familiarity with Momentive Software or other requisition/invoicing tools compatible with MIP.
- Experience managing system implementation and training staff on new processes.

Work Environment:

- Ability to work in an office setting with significant amount of time spent on computer
- Ability to drive to external locations for company business as needed
- Ability to interact with clients, volunteers, staff, family, and outside community partners
- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards
- Ability to lift and carry up to 20 lbs.

Acknowledgement and Review:

By signing this job description, I acknowledge that I meet the qualifications, and am able to perform all job functions, duties, and responsibilities without reasonable accommodation. I further understand that I am responsible for promptly and effectively communicating in writing to the Company any need for accommodation. I acknowledge that I have read, understand, and may receive a copy of this Job Description. I further understand that Family Eldercare reserves the right to modify any Company policies, procedures, and processes based on organizational needs.

Print Employee Name:**Employee Signature:****Date:**