Job Title: Accountant
Company: Trinity Communities
Industry: Real Estate Investment & Development (Manufactured Housing Communities)
Office Location: Houston, TX (Galleria Area)
Employment Type: Full-time, in-office
Travel: Minimal (occasional community visits)
Start Date: As soon as possible

About the Company

Trinity Communities is a values-driven, high-growth real estate investment and development firm specializing in the investment in and operation of manufactured housing communities across the southern United States. With a team of approximately 35 dedicated professionals, we are committed to providing quality affordable housing while fostering meaningful community impact. Our accounting and shared services team supports a rapidly growing, multi-entity portfolio and is looking for a dependable, detail-oriented professional to join them.

Position Summary

We are seeking an **Accountant** to serve as a key member of our accounting team. This role is focused on hands-on, multi-community accounting, and the ideal candidate is comfortable owning reconciliations and analysis across a portfolio of 10–25 communities and their related legal entities. As the portfolio expands, this position offers meaningful exposure to real estate accounting, lender reporting, and portfolio-level financial analysis.

Key Responsibilities

- **Bank Reconciliations:** Prepare and review monthly bank reconciliations for operating, security deposit, reserve, and escrow accounts across all communities and entities; investigate and clear reconciling items timely.
- **Intercompany Reconciliations:** Reconcile intercompany (due to / due from) balances across the portfolio each month, ensuring entries agree between entities and are properly supported.

- **Debt Reconciliations:** Reconcile loan balances, principal and interest payments, and escrow and reserve activity to lender statements and amortization schedules.
- **P&L Analysis:** Prepare monthly property-level and portfolio-level P&L analysis, including budget-to-actual and month-over-month variance explanations, and escalate unusual trends to leadership.
- **Month-End Close:** Support the monthly close process, including journal entries, account reconciliations, and close checklist items, within established deadlines.
- **Property Accounting:** Assist with rent roll, tenant ledger, and property revenue reconciliations across communities.
- **Reporting & Compliance:** Support lender reporting, covenant compliance packages, and requests from external CPAs and tax advisors.
- **Process & Controls:** Maintain organized supporting documentation and help document and improve accounting procedures and internal controls.

Qualifications

Required

- Bachelor's degree in accounting (CPA a plus, but not required).
- Minimum of 2 years of accounting experience, including hands-on reconciliation and month-end close work.
- Excellent written and verbal communication skills are essential, including the ability to work effectively with third parties such as banks, lenders, and compliance contacts, and internally with the executive team.
- Proficiency in Excel, including lookups, pivot tables, and working with large reconciliation files.
- Proven integrity, discretion, and strong organizational skills.

Preferred

- Experience working for a real estate company; manufactured housing or multifamily a plus.
- Experience performing bank, intercompany, and debt reconciliations across multiple entities.
- Experience with Rent Manager or other property management software (not required; it can be learned on the job).
- Prior experience in mid-sized private companies.

Personal Characteristics

- High character and professionalism.
- Detail-oriented and accurate, with strong follow-through.
- Proactive – notices what needs to be done and takes care of it without being asked.
- Strong time management and ability to prioritize in a fast-paced, multi-entity environment.
- Thrives in a team-based environment and communicates clearly.

- Comfortable working in a conservative, family-oriented culture rooted in faith, community, and stewardship.

Compensation & Benefits

- Competitive salary
- PTO and holidays
- Opportunity for long-term career growth with a values-driven leadership team

How to Apply

Please email your resume to **admin@trinitycommunities.com** with “Accountant” in the subject line. A cover letter or a short note in the body of your email is welcome but optional.