



*Working to make homes affordable in the City of Alexandria*

### **Director of Finance**

Alexandria Housing Development Corporation (AHDC) is a non-profit housing developer, incorporated in 2004 which develops and operates affordable housing properties located within the City of Alexandria, Virginia. AHDC currently owns 184 units among five properties. In 2018, AHDC began development of two new projects that will total 171 units, and the renovation of an existing 44-unit apartment complex. AHDC's primary goal is to create and sustain safe, high-quality housing for income-eligible households so they can thrive in the City of Alexandria.

#### **Position Overview:**

The Director of Finance designs and implements financial procedures, controls and reporting systems that support the strong financial health and long-term sustainability of AHDC. The successful candidate brings experience and understanding of real estate development accounting, low income housing tax credit programs, real estate finance, and nonprofit finance and reporting.

#### **Responsibilities include:**

- Supervising a part-time bookkeeper/accountant
- Recommending improvements in financial policies to improve internal controls, compliance with regulatory/funder requirements, and the quality of financial reporting
- Recommending and implementing improvements in risk management policy and practice, including improvements to the structure and components of AHDC's insurance portfolio
- Liaising with AHDC vendors, consultants and contractors as requested by the Executive Director
- Ensuring compliance with the financial and other compliance requirements of AHDC funders, donors, and regulatory bodies including federal, state and local agencies
- Providing staff support to the AHDC Board and board committees as requested by the Executive Director
- Designing and delivering informative, accurate and timely financial reports, projections and dashboards to the Executive Director, AHDC committees, and the Board
- Developing and delivering financial reports for internal use by AHDC project managers
- Communicating with the Executive Director regarding key financial developments and challenges related to cash, accounts receivable, accounts payable, and compliance with financial reporting requirements
- Managing Accounts Payable, including bill processing and payments, setting up wire transfers, validating and reviewing expenses, and reconciling corporate credit card
- Managing Accounts Receivable, including the generation of invoices and tracking of bank deposits for all accounts as well as collections

- Reconciling bank accounts
- Overseeing payroll, human resources and benefit functions including the enrollment of new staff, timecard management, and vacation tracking
- Providing staff leadership and support for the annual financial statement audit and tax returns conducted by the board-appointed external audit firm
- Coordinating, in collaboration with the Executive Director and other staff, the development of AHDC's annual operating budget
- Designing and delivering quarterly cash flow projections
- Providing management and staff support for special projects and ongoing AHDC initiatives

**Required Education and Experience:**

- Bachelor's Degree in Accounting, Finance or a related field
- At least five-years of progressively responsible experience in accounting and finance
- Experience in accounting practices to real estate investment and development
- Strong written and verbal communications skills

**Preferred Experience:**

- Experience with Sage Intacct Accounting System
- Experience with property management
- Experience mentoring and supervising staff
- Exceptional written and verbal communication skills

**Salary and Benefits:**

The salary for this position will depend on experience and qualifications with a range from \$70,000 - \$90,000. AHDC's benefits package includes medical, dental, vision insurance, and paid time off.

**Equal Opportunity Employment**

Employment decisions are made without regard to race, color, national origin, sex, age, disability, marital status, sexual orientation, gender identity, military or veteran status, genetic or medical history. AHDC strictly prohibits discrimination based on any characteristic protected under relevant Federal, state or local laws.

**How to Apply**

Please send resume, cover letter, and salary requirements to [resumes@housingalexndria.org](mailto:resumes@housingalexndria.org)