



Controller

[APPLY](#)

Job Summary: The Controller will plan and direct the accounting operations of the company.

Supervisory Responsibilities:

- Oversees the operations of the Accounting Department. Responsible for overseeing 8 staff members. Works with team to provide instruction and input to the department.
 - Responsible for the direction and coordination of the accounting team including Accounting Project Manager, Senior Accountants and Staff Accountants.

Duties/Responsibilities:

- Maintains a documented system of accounting policies and procedures; implements a system of controls over accounting transactions to minimize risk.
- Provide oversight in all accounting policies and procedures in accordance with GAAP.
- Ensures all financial reporting is completed timely and accurately for owners, syndicators, state regulators, HUD, etc. (monthly, quarterly, and annually)
- Oversees the production of monthly financial reports; ensures that the reported results comply with generally accepted accounting principles. Reviews monthly financial statements/month end closing for accuracy and completeness.
- Works with external auditors and provides needed information for the annual property audits and annual Habitat compilation. Facilitates and prepares documents for property annual audits (approximately 96 entities).
 - Primary contact for external auditors
- Ensures accounting compliance with government and program requirements.
 - Familiarity with affordable housing financing is preferred- HUD, Tax Credit
- Mortgage Administration - Maintain and update new and existing mortgages. Includes GL setup, establishing online access, setting up ACH payments, preparing refinance entries as needed.
- Treasury Management - Responsible for opening and closing of bank accounts, online banking administrative user, wiring and transferring funds as needed.
- Performs other related duties as necessary or assigned.

Qualifications:

- Residential affordable property management experience in accounting/financial reporting- minimum of five years
- Excellent management and supervisory skills, ability to manage a team.
- Excellent written and verbal communication skills.
- Excellent organizational and time management skills.

- Proficient in accounting and tax preparation software.
 - Yardi software experience (preferred)
- Proficient in Microsoft Office Suite (Excel)

Education and Experience:

- Bachelor's degree in Accounting or Business Administration required.
- 5+ years or more of related experience required, experience in multi-family property accounting preferred.
- Certified Public Accountant (CPA) or Certified Management Accountant designation preferred.

Physical Requirements:

Prolonged periods sitting at a desk and working on a computer.

HYBRID POSTION- Work from home flexibility