

Finance Manager Housing- Dallas, Tx

Job Details

Job Location

Administration - 1345 River Bend Drive Suite 200 - Dallas, TX

Position Type

Full Time

Education Level

Bachelors

Travel Percentage

None

Job Category

Management

Description

Are you looking for a purpose-driven career? At Metrocare, we serve our neighbors with developmental or mental health challenges by helping them find lives that are meaningful and satisfying.

Metrocare is the largest provider of mental health services in North Texas, serving over 55,000 adults and children annually. For over 50 years, Metrocare has provided a broad array of services to people with mental health challenges and developmental disabilities. In addition to behavioral health care, Metrocare provides primary care centers for adults and children, services for veterans and their families, accessible pharmacies, housing, and supportive social services. Alongside clinical care, researchers and teachers from Metrocare's Altshuler Center for Education & Research are advancing mental health beyond Dallas County while providing critical workforce to the state.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions listed here are representative of those that must be met to successfully perform the job.

Housing Finance Transactions

- Participate with the Development Director in the development of financing proformas.
- Review and comment on early financing proposals from various funders prior to commitments.
- Work closely with the Development Director once a project has received all financing commitments.
- Review and comment on draft closing documents and coordinate the closing process.
- Ensure the proper flow of funds from pre-development through the initial operation.
- Process monthly construction draws for timely payment of contractors and consultants, as well as any periodic draws from other sources.
- Coordinate any processes for conversion to permanent financing.

- Ensure conditions of financial documents are fulfilled during the project development period.
- Maintain effective relationships with lenders and funders.

Property Management Accounting

- Reconcile monthly property operating reports and work with Property Management to take any corrective actions needed.
- Maintain books for various project ownership entities.
- Perform and coordinate-to-day to day accounting functions.
- Prepare monthly financial statements and reconciliations.
- Prepare reconciliations for multiple bank accounts.
- Supervise property accountant as portfolio increases and management transitions internally.
- Prepare replacement reserve withdrawal requests based on funder documents.

Cash Management

- Set up and maintain project bank accounts.
- Ensure project cash accounts are balanced.
- Prepare and submit annual MCHC operating budgets.

COMPETENCIES:

The competencies listed here are representative of those that must be met to successfully perform the essential functions of this job.

- Conducts job responsibilities in accordance with the ethical standards of conduct, state contract, appropriate professional standards, and applicable state/federal laws
- Analytical skills, professional acumen, business ethics, thorough understanding of continuous improvement processes, problem-solving, respect for confidentiality, and excellent communication skills.
- Effective verbal and written communication skills.
- Excellent organizational skills with the ability to prioritize workflow and meet deadlines.
- Ability to handle multiple tasks and special projects simultaneously.
- Able to work autonomously with minimal or no supervision.
- Able to maintain a high level of professionalism and confidentiality.

QUALIFICATIONS

EDUCATION AND EXPERIENCE:

- Required: Bachelor's Degree in Accounting

- At least five years' experience in the accounting field, with real estate, affordable, Housing, tax-exempt bond, New Markets Tax Credit, and Historic Tax Credit experience preferred.

MATHEMATICAL SKILLS:

- Basic math skills are required.
- Ability to work with reports and numbers.
- Ability to calculate moderately complex figures and amounts to accurately report activities and budgets.

REASONING ABILITY:

- Ability to apply common sense understanding to carry out simple one or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

COMPUTER SKILLS:

- Use a computer, printer, and software programs necessary to the position (i.e., Word, Excel, Outlook, and PowerPoint).
- Experience using property management accounting system software. YARDI experience preferred.
- Office including Outlook, Word, Excel, and Access.
- Ability to utilize the Internet for resources.

CERTIFICATIONS, LICENSES, REGISTRATIONS:

- Current State of Texas Driver License or if you live in another state must be currently licensed in that state. If licensed in another state, must obtain a Texas Driver License within three (3) months of employment.
- Liability insurance required if employee will operate personal vehicle on Center property or for Center business. Must be insurable by Center's liability carrier if employee operates a Center vehicle or drives personal car on Center business. Must have an acceptable driving record.

Metrocare couldn't have a great employee-first culture without great benefits. That's why we offer a competitive salary, exceptional training, and an outstanding benefits package:

- Medical/Dental/Vision
- Paid Leave
- Paid Holidays
- Employee Assistance Program
- Retirement Plan, including employer matching

- Health Savings Account, including employer matching
- Professional Development Allowance up to \$1500 per year
- Bilingual Stipend up to 6% of the base salary
- Many other benefits

Equal Employment Opportunity/Affirmative Action Employer

Tobacco-Free Facilities - Metrocare is committed to promoting the health, well-being, and safety of Metrocare team members, guests, and individuals and families we serve while on the facility campuses. Therefore, Metrocare facilities and grounds are tobacco-free.