

Montgomery Housing Partnership (MHP) is seeking a full-time **CONTROLLER** to serve in the Finance Department. Reporting to the Chief Financial Officer, the Controller will be responsible for overseeing all finance, accounting, and reporting activities.

Who we are: MHP is an active and growing nonprofit organization, founded in 1989, that develops, acquires, rehabilitates, and builds quality homes to meet the growing need for affordable housing in Montgomery County and neighboring communities. MHP's community-based projects and programs include providing affordable rents, developing educational programs for residents to develop skills that expand their opportunities and balance their lives, and implementing neighborhood revitalization efforts in communities impacted by economic challenges and mass transit construction.

Primary Responsibilities:

- Hire, train and supervise accounting staff.
- Manage all aspects of full-cycle accounting, financial statements, general ledger, cost accounting, accounts payable, accounts receivable, budgeting, tax compliance, and cash management.
- Manage all aspects of specialized development accounting including predevelopment draws, recording of purchase, development draws, cost certifications, and surplus cash calculations.
- Oversee third-party property manager accountants on monthly financial preparation and reconciliation issues.
- Prepare monthly variance analysis reports and work closely with asset management on variance details.
- Manage the corporate month-end process including reconciliation of balance sheet accounts.
- Complete monthly, quarterly, and yearly financial statements for internal and external stakeholder.
- Manage the annual audit and tax process for all entities.
- Work with various departments to develop budgets and forecasts.
- Calculate variances from the budget and report significant issues to management.
- Work to improve internal controls, policies, and procedures in accordance with GAAP.
- Ensure the organization reporting requirements are met.
- Perform other duties as assigned.

Qualifications:

- Bachelor's degree in Accounting, Finance, or related field; MBA preferred.
- Certified Public Accountant (CPA) or Certified Management Accountant (CMA) license preferred
- 7-10 years of progressive experience in Accounting or Finance; preferably with specialized experience in real estate, multi-family development, property management, affordable housing and/or LIHTC.
- Excellent organizational, problem-solving, and time management skills.
- Exceptional supervisory, supportive management (i.e., mentoring), and collaboration skills.
- Ability to manage multiple projects with competing deadlines.

- Proficiency with accounting software and experience with a software system implementation.
- Proficiency with all MS Office software including advanced Excel capabilities (i.e., formulas and functions).
- Exceptional knowledge of finance, accounting, budgeting, cost accounting and cost control principles, and Generally Accepted Accounting Principles (GAAP).
- Solid experience coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, and accounting for investments.
- Strong interpersonal skills to effectively work with people at all levels/positions across all departments.
- Strong attention to detail and analytical ability to develop and implement improvements, as needed.
- Excellent verbal and written communications skills with the ability to convey complex financial concepts and data to finance and non-finance individuals.

Compensation: Salary will be based on applicable experience.

MHP offers a competitive benefits package including healthcare benefits, flexible spending accounts, 403(b) retirement matches, and generous paid time off.

Application Process: To apply, please submit your cover letter and resume, with salary requirements, to: hr@jobs@marcumllp.com and lina.davila@marcumllp.com. Please include the job title “**CONTROLLER**” in the subject line of your email.