

GENERAL RESPONSIBILITIES

The Controller assists the VP Accounting & Admin. Services in the preparation and oversight of accounting and activity needs of Victory Housing and its affiliated corporations. Currently, there are 46 entities (1 Parent, 6 Assisted Living, 23 Independent Living, 8 General Partnerships, and several in development/construction). All entities are involved in the development and operation of affordable housing for low to moderate income families and senior citizens.

SPECIFIC DUTIES:

- External audits of Victory Housing and its affiliates and subsidiaries
- Monitors and confirms financial condition by conducting audits and providing information to external auditors.
- Lead on the preparation of financial statements in compliance with official guidelines and requirements.
- Direct, coordinate, and oversee the preparation of timely and accurate audit schedules.
- Work with the external auditors to resolve any accounting issues as well as assisting other staff in any capacity to resolve other audit open items.
- Direct, coordinate, and supervise the recording of year-end audit adjustments.
- Daily accounting management activities.
- Guides financial decisions by establishing, monitoring, and enforcing policies and procedures.
- Prepares special reports by collecting, analyzing, and summarizing information and trends.
- Assist in the formulation of adequate internal controls and policies to comply with accounting regulations and established best practices.
- Constantly analyze and make recommendations on ways to improve accounting processes and procedures.
- Set parameters, direct, coordinate and oversee the senior staff accountant and the Accounting Manager to accurately process the integration of the period's accounting activities for the 23 outsourced affiliates.
- Review and address general ledgers discrepancies after the general ledger exchange process for calendar year end entities to ensure accuracy of uploads.
- Communicate with internal and external key personnel regarding procedure requests, adjustments, ad-hoc reports and/or other supporting documentation when needed.
- Examine the financial reports provided by the management companies for compliance with accounting codification standards, internal accounting policies/processes and for possible non-accounting red flags that may need to be forwarded and addressed by others.
- Review and direct the accounting implementation of the refinance closings.

Direct, coordinate, and oversee the preparation of timely and accurate entity and consolidated (when required) schedules. Including but not limited to the following.

- Loan amortizations
- Ground rent leases
- Operational lease
- Fixed assets
- Intangibles
- Prepaid expenses
- Deferred revenues
- Donor restrictions

New development accounting management activities.

- Analyze closing memo and the agreement terms of loans, leases, services, or others and then direct, coordinate and oversee all necessary revisions to bring reports and any new procedures up to date.
- Establish new procedures / parameters when necessary and meet with other organizational key personnel to discuss implementation for the new project.
- Address new projects at the audit planning meeting and coordinate with external auditor's new presentation requirements.

- Review and direct the accounting implementation of the new development conversion closing.
- Review and direct the accounting implementation of the new development cost certification.

REQUIREMENTS & QUALIFICATIONS:

- Ideal candidate is mission oriented, highly efficient and organized with demonstrated excellence in the ability to analyze partnership agreements and financial statements.
- 10+ years of experience in multifamily real estate finance or accounting, with a minimum of 5 years of experience in a senior role. Demonstrated experience with HUD, LIHTC finance, asset management and/or accounting preferred.
- CPA or professional with public accounting experience required.
- Demonstrated knowledge of current accounting practices with respect to real estate development and affordable housing, including with respect to property level and consolidated audits, cost certifications, HUD compliance and LIHTC.
- In-depth knowledge of accounting software, corporate principles, and financial analysis.
- Excellent communication and interpersonal abilities.
- An analytical mind with good organizational skills.

Interested applicants can apply here <https://victoryhousing.hcshiring.com/jobs>

OTHER:

Competitive compensation commensurate with experience, and strong benefits, including 403(b) match, free parking, on site fitness center and flexible working arrangements.

Must be fully vaccinated and boosted for Covid-19, as well as willing and able to comply with various measures recommended for public health purposes, such as using a mask and practicing social distancing.

Victory Housing, Inc. is an Equal Opportunity Employer committed to providing an inclusive work environment for team members, clients, volunteers and service partners. All applicants will be considered for employment without attention to race, color, religion, age, sex, sexual orientation, gender identity, national origin, veteran or disability status