

MHANY Management, Inc.
Position Description – Director of Finance
Brooklyn, NY

About MHANY

MHANY Management, Inc. (“MHANY”), a mutual housing association, is a not-for-profit community and housing development organization that owns and manages over 2,500 affordable rental apartments throughout New York City and in Patterson, New Jersey. MHANY also provides free-of-charge counseling for first time home buyers and foreclosure prevention for homeowners. MHANY’s mission is to promote social, racial and economic justice for low-income New Yorkers. The successful candidate must believe in MHANY values and be driven by its mission as it is applied towards the development and operation of quality affordable housing to low- and moderate-income individuals and families.

Position Overview

MHANY is seeking a talented, experienced leader to serve as Finance Director and help guide the financial operations of the organization at a critical time of growth and opportunity.

The Financial Director is responsible for providing leadership, management, planning and enhancement of our internal financial systems, processes, and infrastructure. The Finance Director’s core responsibility is to oversee the smooth running of the business from a financial perspective, ensuring that there are strategies and controls in place to keep the business in good fiscal health and ensure timely financial reporting to the organization’s Board and funders,

The Finance Director is a member of MHANY’s senior management team and reports directly to the Executive Director.

Responsibilities

The responsibilities of the Finance Director include but are not limited to:

- Conducting internal control audits to be sure the organization is in compliance with legal and ethical business practices
- Day-to-day management of the Finance Department including the formulation and implementation of financial management systems that adhere to standard accounting and any related regulatory requirements and supervision of the finance team, including senior accountants and accounts payable and accounts receivable staff
- Determining and executing short- and long-range financial operation protocols and procedures that support the plans, policies and programs of the organization
- Managing the organization’s financial transactions including organization’s receivables (management fees, marketing fees, grants, contracts and developer fees) to ensure timely processing and receipt
- Preparing and/or overseeing the organization’s financial reporting including preparation and document collection for audits and monthly, quarterly and annual financial reports

- Together with the Executive Directors and senior staff, developing operating budget for the organizations and each entity and program
- Evaluating and managing financial risk for presentation to Executive Director and Board of Directors
- Preparing income and expense statements regularly and as requested by stakeholders and monthly for presentation to Board of Directors
- Reviewing monthly and quarterly reports for various entities and reports on a timely basis
- Staying current on accounting updates and their impact on the organization, as well as implementing any required updates
- Reviewing trial balances for completeness and accuracy prior to them being provided to the auditors
- Working with third party accounting firm to ensure timely filings of audits and tax returns in a fast-paced, deadline driven environment
- Reviewing draft financial statements from auditor with Executive Director prior to finalizing
- Working with MHANY's development team to ensure that all development activity is captured in the accounting records in a timely manner.
- Implementing financial training for employees as needed
- In collaboration with the Executive Director, monitoring the performance of the organization's investments and determining appropriate investment strategies
- Identifying potential problems, determining possible causes and solutions, and presenting to Executive Director in a timely fashion and working collaboratively to resolve
- Establishing and maintaining professional atmosphere for employees, clients and customers

Skills and Qualifications

Candidates should have a passion for the internal workings of financial management and developing efficient, effective systems and processes. Candidates should be highly organized, detail-oriented and adept at handling multiple projects simultaneously in a high-volume, fast-paced environment. Candidates should be trustworthy, collaborative and share the core values of the organization. Experience in housing and/or development organizations is a plus.

- Bachelor's Degree in accounting / finance required
- CPA and (or) advanced degree preferred
- Minimum of 15 years of related work experience, including a track record of senior-level leadership, ideally with not-for-profit organizations and in the fields of housing, real estate and development
- Familiarity with relevant fiscal and taxation policies and regulations and excellent financial management experience
- Good professional ethics, strong professionalism and sense of responsibility, integrity, credibility and stability
- A positive track record of stabilizing and supporting not-for-profit organization sustainability and growth
- Substantial experience working directly with a Board of Directors (or comparable governing entity)

- A track record of leading, motivating and developing high performing teams
- Strong interpersonal skills to support leadership, management, negotiation and problem-solving functions
- Excellent judgment and discretion; ability to handle multiple priorities simultaneously, meet deadlines, and handle work-related stress in a professional manner
- Courteous, customer service-oriented, professional and responsive in a fast-paced, time sensitive environment
- Ability to remain level-headed and professional in stressful situations and maintain a positive attitude even during difficult times
- Detail oriented while able to see the whole picture and intertwining pieces
- Work independently and productively yet collaboratively with internal staff and external stakeholders

Location

This position is based in Brooklyn, NY.

Salary Range

\$110,000.00 - \$140,000.00 per year

To Apply

To apply for this position, submit a cover letter and resume to rachel@rkmstrategic.com by March 31st, 2023. The cover letter should be concise and compelling and outline the specific ways in which you would be a good fit for this position.

MHANY is an equal opportunity employer.