



**MHANY Management Inc.**  
*(A Mutual Housing Organization)*  
470 Vanderbilt Avenue, 9<sup>th</sup> floor  
Brooklyn, NY 11238  
Ph: 718-246-8080 Fax: 718-246-7938

Position: Finance Director  
Reports to: Executive Director

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.

The Finance Director is a senior member of MHANY’s management team reporting directly to, and working in close collaboration with, the Executive Director.. , He or she supervises and guides the finance team in carrying out the organization’s financial plans, procedures, standards and operations, consistent with established policies and Board approval. 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 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.
- Determines and executes short- and long-range financial operation protocols and procedures that support the plans, policies and programs of the organization.
- Manages the organization’s financial transactions including organization’s receivables (management fees, marketing fees, grants, contracts and developer fees) to ensure timely processing and receipt
- Prepares and/or oversees the organization’s financial reporting including preparation and document collection for audits and monthly, quarterly and annual financial reports



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- Together with the Executive and Deputy Directors, develops operating budget for the organizations and each entity and program in collaboration with the Executive Director and other members of the senior management team
- Evaluates and manages financial risk for presentation to Executive Director and Board
- Prepares income and expense statements regularly and as requested by stakeholders and monthly for presentation to Board of Directors
- Reviews monthly and quarterly reports for various entities and reports on a timely basis
- Stays current on accounting updates and their impact on the Organization, as well as implement any required updates
- Reviews trial balances for completeness and accuracy prior to them being provided to the auditors
- Works with third party accounting firm to ensure timely filings of audits and tax returns in a fast-paced, deadline driven environment.
- Reviews draft financial statements from auditor with Executive Director prior to finalizing
- Works with MHANY's development team to ensure that all development activity is captured in the accounting records in a timely manner.
- Implements financial training for employees as needed
- In collaboration with the Executive Director; monitors the performance of the organization's investments and determines appropriate investment strategies

#### QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Master's Degree in business or accounting and/or Bachelor's Degree in business and/or accounting with real world experience



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- A CPA license preferred
- At least 15 years of work experience including a track record of senior-level leadership with not-for-profit experience preferred.
- Familiar with relevant fiscal and taxation policies and regulations and have 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

#### OTHER SKILLS AND ABILITIES:

- 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
- 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
- Identify potential problems, determine possible causes, present to Executive Director in a timely fashion and work collaboratively to resolve



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- Establish and maintain professional atmosphere for employees, clients and customers

**Competitive benefit package offered**

**Salary commensurate with experience**

**MHANY is an equal opportunity employer**

Applicants please send cover letter (include salary requirements) and resume, with subject "Finance Director" to Ismene Speliotis at: [ispeliotis@mutualhousingny.org](mailto:ispeliotis@mutualhousingny.org).