

## **Controller**

### **DESCRIPTION**

#### Primary Functions:

- Knowledge of: the mission, objectives, policies, programs and procedures of the principles and practices of non-profit organizations, affordable housing development and management preferred.
- Manage general ledger, including account set up.
- Monitor fiscal data for multiple projects, oversee accounts payable under the direction of the Executive Director.
- Train staff in proper procedures for cash receipts, A/P, A/R, and budgeting.
- Prepare required reporting documents in a timely fashion for investors and government agencies.
- Review and analyze historical and projected financial operating data
- Prepare operating budgets
- Analyze cash flow and operating expenses
- Forecast budget variances based on spending analysis.
- Draft monthly and quarterly reports for staff and board meetings in a timely fashion.
- Maximize return on financial assets by establishing financial policies procedures controls & reporting systems.
- Protects assets by establishing, monitoring, enforcing and updating internal controls.
- Reviews and signs general journal entries and cash receipt entries before they are posted into the ledger.
- Reviews and approves all check requisitions, reviews the program codes and account codes.
- Frequent communication with the agency's auditor and government auditors on year end book closing.
- Review and file 990 and other compliance forms. Prepare RPIEs.
- Collaborate with senior management to create budgets and modifications.
- Report program expenditures and income in government agencies' templates.
- Review payroll documents, including fringe benefits allocations and pension allocation to different entities.

- Have a working relationship with the auditors for fiscal concerns.
- Conduct bank reconciliations for multiple housing entities.

Desired Competencies:

- Bachelor's Degree from an accredited college or university with a major in finance, accounting, or related degree preferred.
- 7-10 years of accounting experience working at a senior level (non-profit or housing experience preferred).
- Knowledge of Quickbooks and/or Yardi, as well as Microsoft Suite and Paychex.
- Strong interpersonal and communications skills.
- Ability to establish and maintain an effective working relationship with staff, board of directors.

Part Time Position – 20-25 hours per week

Salary: \$55,000 – \$65,000

**HOW TO APPLY**

[jobs@leschd.org](mailto:jobs@leschd.org)

Send your cover letter and resume to [jobs@leschd.org](mailto:jobs@leschd.org). Multiple submissions will not be considered. No phone calls, please.

**BENEFITS**

**LEVEL OF LANGUAGE PROFICIENCY**

Bilingual English/Spanish preferred

**PROFESSIONAL LEVEL**

Managerial

**MINIMUM EDUCATION REQUIRED**

4-year degree