



Southside United H.D.F.C. – Los Sures®

Developing and Preserving a Sustainable Community Since 1972

Fiscal Director

Our company is a non-profit organization located in Brooklyn that provides affordable housing, community development, tenant organizing and social services. We are looking for a Fiscal Director to oversee the daily financial operations of our company.

Job Responsibilities:

- Direct all financial activities and accounting functions including general ledger, accounts payable, accounts receivable, purchasing, payroll, bank reconciliations, audits, insurance and tax reports and planning and monitoring cash flow.
- Appraise the organization's financial position. Generate and present monthly fiscal reports to the Executive Director and, in coordination with senior management, program directors and the Executive Director, prepare the annual budget for Board of Directors.
- Initiate and direct profit and cash flow improvements for the company.
- Prepare quarterly and annual reports to lenders and investors.
- Formulate, recommend and implement sound fiscal policies, procedures and controls.
- Support the development and implementation of strategic, operational and capital plans of the company.
- Identify and manage business risks.
- Supervise fiscal staff.
- Analyze a variety of financial information (budget variances, cost projections, general ledger accounts, payroll, etc.) for the purpose of providing direction and support, maximizing use of funds and to ensure overall operations are within budget.
- Conduct internal audits for the purpose of ensuring programing operations are within budget and in accordance with proper fiscal practices.

Job Requirements:

- CPA and or Master's Degree in Accounting or Finance highly preferred.
- Minimum of seven years' work experience in an executive, managerial, administrative or supervisory capacity.
- Experience with Yardi affordable housing or other real estate software.
- Experience with diverse audit, tax, financial, funding, consolidations, accounting and reporting issues.
- Demonstrated ability to approach problem solving with creativity and innovation.
- Strong analytical reasoning, critical thinking, written and oral communication skills.
- Bilingual Spanish is a plus.

To apply, please email your cover letter and resume to southsideunitedhdfc@gmail.com

Please note that our company is an Equal Opportunity Employer.