



Lower East Side Coalition Housing Development (www.leschd.org)

The Lower East Side Coalition Housing Development's (LESCHD) mission is to enrich the quality of life for New Yorkers by the effective development, preservation and management of affordable housing.

LESCHD is a community-based 501(c)(3) corporation, active since 1968 in New York's Lower East Side. LESCHD has sponsored and co-sponsored the development of over 1,300 affordable rental and home-ownership units. The organization is committed to providing professional. LESCHD's community-based management through its affiliate: Loisaida Enterprises Corporation.

LESCHD evolved from a group of community residents and leaders who formed a coalition to provide community control over housing development in the Lower East Side. The efforts by community residents to exert local control over housing policy and development has grown into a not for profit housing development corporation currently involved in the development, management and promotion of low income housing. The beneficiaries of the housing and ancillary services include low income seniors, individuals with mental illness, formerly homeless families and individuals, and other low income persons.

Position: Real Estate Finance Manager

Reports to: Executive Director

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 and 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. Reclassifies and adjusts entries as necessary.
- 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.
- 3-4 years of accounting experience working at a senior level (non-profit or housing experience preferred).
- Knowledge of Quickbooks and/or Yardi Beacon, 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 and other vendors.

Salary: Commensurate with experience.

Send your cover letter and resume to jobs@leschd.org.