**Job Description**

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| **Job Title:** | Assistant Controller – Corporate Finance | **Department:** | 7941 Accounting |
| **Reports to:** | Corporate Controller | **Type:** | Full-time, Exempt  |

**Summary**

**About BRIDGE Housing**

BRIDGEHousing strengthens communities by developing, owning and managing high‐quality, affordable homes for working families and seniors. BRIDGE’s portfolio of housing currently consists of 106 properties and 11,700 units throughout California, Washington& Oregon. We are looking for an experienced Assistant Controller to join our Northern California team!

Few housing development organizations have achieved the success and stature of BRIDGE Housing

Corporation (“BRIDGE”). Founded in 1983 utilizing an anonymous donation, BRIDGE today has become

a leading affordable housing development partner.

BRIDGE has shown what can be done with clear vision, the right leadership and a strong base of support. BRIDGE has long been a national model for both production and innovation, bringing smart,

sophisticated, comprehensive approaches to building communities. BRIDGE has a unique track record

of successful development of transit oriented, mixed‐income apartments and mixed‐use developments

bringing together partnerships to build not only housing but new shopping centers, parks, daycare

centers, police and fire facilities, libraries, community spaces and job training centers that fit comfortably into their surroundings and also act as the catalyst for revitalizing and strengthening neighborhoods.

One of BRIDGE's greatest assets is their team of professionals, who are highly skilled, energetic,

motivated, and absolutely committed to the success of every development and the organization as a

whole. The BRIDGE team, from the Board of Directors to each staff person, share a passion for quality

and possesses the business acumen to get the job done.

BRIDGE is working today not only to expand housing opportunities for thousands of residents in

California and the Pacific Northwest but also to produce innovative, multi‐dimensional developments

that serve and establish communities and neighborhoods in diverse ways. The organization’s core

commitment to affordable housing remains steadfast, but its development expertise, creative funding strategies and bold ideas regarding education and training enable the organization to flourish.

BRIDGE Housing recently closed on $100 million in Taxable Bonds, Series 2020 (Sustainability Bonds). BRIDGE will use bond proceeds for predevelopment, development and acquisition of multifamily housing that fit within its Sustainability Bond Framework of affordable housing, transit-oriented development, green building and energy efficiency.

**BRIDGE Finance & Accounting Team**

The Finance & Accounting Team at BRIDGE has 40 staff members split across three teams: Corporate, Property Management Accounting, and Development Accounting.

As the Assistant Controller, you will support the Corporate Controller through oversight of the complex accounting and reporting duties of BRIDGE’s corporate entities. You will oversee accounting, tax and financial reporting functions. This includes the preparation of monthly reporting to the Senior Leadership Team in a multiple-legal-entity environment, management of day-to-day accounting functions, and the development of financial and accounting systems and processes. You will also work closely with the FP&A team to oversee budgeting, treasury, and cash flow and financing activity. Knowledge of the affordable housing industry, GAAP accounting, and reporting requirements is desired for this role.

**Responsibilities**

* Ensure the preparation and distribution of timely, accurate financial statements for BRIDGE Housing Corporation and its corporate affiliates
* Review and approve regular and recurring reconciliations and report financial trends and/or expense reduction opportunities to management
* Develop and implement financial and accounting systems and processes to build organizational capacity and maximize efficiencies
* Collaborate with corporate departments to identify areas for improvement and automation of processes
* Enhance financial reporting to support organization’s long-term objectives and effective decision-making
* Coordinate with multiple accounting teams to design efficient and effective processes for use of internal development working capital
* Train and supervise staff including assigning and reviewing work, coordinating staff activities, allocating personnel, and appraising performance
* Interpret and ensure compliance with legal documents such as loan agreements, developer services agreements, guarantees, grants and donation agreements
* Work directly with auditors during interim testing and annual audits

**Qualifications**

* Bachelor’s degree in accounting, finance or economics from an accredited college/university
* Experience as an accounting manager in a multiple-legal-entity environment
* Broad-based knowledge of advanced financial accounting and external reporting concepts and processes including GAAP, consolidation, and internal controls
* Excellent communication (verbal and written), presentation, analytical, problem-solving and consultative skills
* Well-developed organizational skills and attention to detail; ability to prioritize work effectively and adjust to multiple demands
* Proven ability to evaluate, develop and enhance systems and processes to build organizational capacity
* Commitment to fostering a culture of diversity, racial equity and inclusion-focused operational excellence

**Preferred**

* CPA and/or MBA
* Prior Yardi experience
* Two or more years of managerial experience
* Working knowledge of affordable housing/real estate finance including demonstrated LIHTC experience
* Prior experience in partnership/nonprofit and property management accounting

*BRIDGE Housing is an Equal Opportunity Employer committed to fostering an inclusive environment for our diverse workforce. We do not discriminate on the basis of race, religion, color, national origin, gender identity, sexual orientation, age, marital status, veteran status, or disability. Pursuant to the California Fair Chance Act, we will consider qualified applicants with arrest records. Should you need any assistance or accommodation in our application process, please contact us at the phone number listed on our website.*