



Job Title: Senior Corporate Controller

Department:	Finance
Location:	Central Office
Reports To:	CFO
FLSA Status:	Exempt
Last Updated:	February 27, 2020

POSITION SUMMARY

The Senior Corporate Controller oversees all the activities of the corporate and development accounting departments including corporate financials, development cost accounting, accounts payable, and budgeting. The Senior Corporate Controller provides meaningful and accurate financial information for all corporate entities to guide internal and external decision making. He/she applies principles of accounting to create effective, efficient processes, controls and review for accounting. He/she works across departments to provide leadership and support to ensure organizational goals are effectively planned and implemented. This position will participate on cross-functional teams for the purpose of sharing department expertise from a broad perspective, to generate new ideas, better solutions and avert risk in both formal and informal settings.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties and responsibilities include the following. Other duties may be assigned.

ACCOUNTING DEPARTMENT SUPERVISION AND TRAINING

- Supervise the corporate and development accounting department staff to insure that the functions and goals of the department are being met and align with organizational objectives.
- Provide guidance and training to staff personnel in order for them to meet the expectations of their positions and provide for career development.
- Ensure year-end audits are completed on time and in accordance with generally accepted auditing standards. Ensures timely filing of tax returns.
- Manage the relationship with the external auditors and tax preparers, and negotiate their contract
- Establish systems, processes and written procedures to improve accuracy and accountability while maintaining efficiency.
- Provides technical skills and oversight to account for complex transactions in accordance with generally accepted accounting principles.
- Plan and oversee workloads to insure that work is being performed and completed in a timely manner.
- Discuss performance issues with staff regularly and prepare timely performance evaluations.
- Create a positive work environment for staff and build high morale and teamwork.
- Coordinate with HR and Payroll staff to ensure timely billings and account reconciliations.
- Act as liaison between accounting and development, property management and resident services staff, as well as, management with an emphasis on coordination, communication and meeting the reporting needs of each department.
- Responsible for the annual corporate budget process including templates, systems, reports and coordination with department heads.

FINANCIAL AND MANAGEMENT REPORTING

- Responsible to assess the internal and external reporting needs and develop appropriate reports to meet requirements. Coordinate timely distribution of annual corporate statement to internal and external parties.
- Provide training and monitoring necessary to ensure accurate and timely corporate financial statements including monthly financial statements, audits, tax returns, cash flow, and budgeting and development cost accounting.
- Oversee completion of corporate entity financial statements that reconcile with partnership and other affiliates to ensure smooth consolidation of statements.
- Provide other management reports originating within the accounting department as needed to evaluate progress, financial status and needs.
- Set guidelines and coordinate with department heads to prepare annual corporate operating budgets.
- Coordinate regular review of financial statements to highlight major exceptions and monitor for corrections.
- Insure that internal controls are in place and maintained to insure maximum protection and controls of the companies' financial information and accounting processes.
- Regularly present financial and other reports at the Finance and Audit Committee meetings and address Committee members' requests

Treasury Management

- Manage the treasury function including cash balances, investment balances, timely inter-company payments, and bank account management. Work with CFO to provide adequate cash forecasting and reporting.
- Establishes treasury management policies and procedures with the CFO and ensure compliance across the organization.
- Participate with the CFO and the Investment sub-committee in the quarterly review of the investment portfolio with the 3rd party investment manager
- Manages corporate debt including draws, repayment and quarterly/annual reporting.

Financial Analysis

- Perform financial analytics on affiliate and intercompany accounts on a monthly basis to ensure year end eliminations and consolidations can be performed. Perform consolidated financial analytics on the year-end consolidated audit work papers before they are submitted to the auditors.
- Performs financial analytics on a monthly basis of corporate financial statements to highlight major exceptions.
- Perform ad-hoc analytics as needed.

Accounting System Monitoring

- Insure that Yardi internal controls are in place and maintained to insure maximum protection and controls of the companies' accounting system.
- Responsible for the maintenance and creation of property lists, accounts, account trees, user groups/permissions and custom reports in Yardi.
- Participate in maintaining current knowledge of Yardi solutions used for accounting and reporting.
- Coordinate across departments to design and implement procedures, training manuals and monitoring tools for Yardi solutions.

Entity Management & Reporting

- Coordinate with Asset Management to ensure the completion and accuracy of the quarterly REO report.
- Responsible for the completion and accuracy of the ownership matrix including suggestions on what legal entities should be used, closed or created.
- Responsible for the creation of all legal entities in Yardi including timely communication to the company.

Insurance

- Participate with the CFO in the design of the property and liability insurance program.
- Regularly update information needed to obtain and maintain adequate insurance coverage.

SUPERVISORY RESPONSIBILITIES

The Senior Corporate Controller supervises the Corporate Assistant Controller and Development Assistant Controller, as well as, indirectly supervises all the staff in the corporate and development accounting departments.

Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; and addressing complaints and resolving problems.

WORKING RELATIONSHIPS

The Senior Corporate Controller reports to the Chief Financial Officer. He or she works closely with all staff in the central office. The Senior Corporate Controller interact regularly with outside vendors, lenders and investors and coordinates with the CFO to maintain good relationships

EDUCATION and/or EXPERIENCE

- BS degree in accounting or Business Administration or equivalent
- CPA or MBA preferred
- Affordable housing experience with both construction and property management accounting experience required
- Minimum 10 years accounting experience with at least 4 years of supervisory experience
- Ability to work with high degree of accuracy and follow-up
- Experience in computerized accounting systems
- Experience with the YARDI data systems highly desirable
- Ability to work independently and work with changing priorities
- Effective written and oral communication skills
- Works well with others within a diversified community

PREFERRED SKILLS and/or ABILITIES

- Excellent communication (verbal and written), decision-making, interpersonal and time management skills.
- Ability to work under pressure and successfully meet deadlines.
- Proficient in Word and Excel including pivot tables, v-lookups, sum if and if then.
- Flexible, creative, well organized.
- Ability to handle shifting and multiple priorities in a fast paced, growth environment.
- Ability to work independently and as part of a team.
- Ability to supervise staff.
- Experience working with diverse groups, i.e., staff, residents, outside contacts.
- Commitment to the companies' goals and philosophy.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid California Driver's License and insurance required.

LANGUAGE, MATH & REASONING SKILLS

Ability to read, analyze, and interpret general business technical procedures and/or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to work with basic mathematical concepts as applied to accounting such as fractions, percentages, ratios, and proportions to practical situations. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above 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.

JOB DESCRIPTION REVISION

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with this job. While this job description is intended to be an accurate reflection of the current job management reserves the right to revise the job or to require that other or different tasks are performed when circumstances change. This job description replaces all previous descriptions for this position.

ACKNOWLEDGMENT OF RECEIPT

Name_____

(Please print)

Signature_____ Date_____