



Position Profile

Assistant Controller

National Housing Trust (NHT)

Washington, DC

National Housing Trust (NHT), the only national nonprofit engaged in housing preservation through public policy advocacy, real estate development and lending, seeks an experienced finance professional to serve as Assistant Controller. The Assistant Controller reports to the Controller and supports various finance and accounting activities and projects with a focus on Corporate, Lending, and Policy. An important aspect of this role is to ensure the accuracy and timeliness of GAAP and cash-based financial reporting in service of NHT's mission to create and preserve affordable homes throughout the nation.

ORGANIZATIONAL BACKGROUND

Incorporated in 1986, the National Housing Trust's mission is to create and preserve affordable homes to provide opportunity, advance racial equity, reduce economic disparities, and strengthen community resilience through practice and policy. NHT is the nation's leading expert in preserving, improving and maintaining affordable housing – ensuring that privately owned rental housing remains in our affordable housing stock and is sustainable over time. Using the tools of real estate development, rehabilitation, finance, policy advocacy in conjunction with sustainable practices, NHT engages in policy work in all 50 states and owns over 4,200 units of multifamily housing across 13 states and the District of Columbia. Since 1988, NHT has preserved and improved more than 36,000 affordable homes through real estate development, lending, and technical assistance.

NHT advances its work through [policy innovation, lending, real estate, and energy solutions](#).

The particular business lines this position will most closely support include the areas of Corporate, Lending, and Policy working collaboratively with NHT's lead Controller.

Operations

Headquartered in Washington, DC, NHT is an award-winning nonprofit with a focused agenda. NHT has an organizational budget of \$7M and a staff of 35 across its five business lines – public policy, lending (NHT Community Development Fund and Institute for Community Economics), real estate development and asset management (NHT Communities), Community Outreach and Impact, and energy solutions (NHT Renewable). Reporting to the Controller, the Assistant Controller will thrive in a fast-paced environment, working with dedicated and entrepreneurial colleagues. For more information, please visit <https://www.nationalhousingtrust.org/>.

POSITION

A critical position for an experienced finance professional, the Assistant Controller supports NHT's lines of business with a focus on Corporate, Lending, and Policy. Chief responsibilities include Community Development Finance Institution/loan accounting, implementing appropriate accounting procedures, preparing financial statements, monthly close, maintaining the general ledger, and special projects as needed. The Assistant Controller will work closely with the NHT Community Development Fund and Institute for Community Economics, and NHT Policy and other business areas as directed by the Controller.

Key Responsibilities

The Assistant Controller's responsibilities include, and are not limited to:

- Oversee accounting activities for the CDFI/Lending program area.
- Oversee grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collate financial reporting materials for government, corporate, and foundation grants.
- Lead corporate operations accounting activities.
- Perform the monthly closing process for NHT entities as directed.
- Maintain timely and accurate workpapers and supporting schedules.
- Prepare monthly investment schedules and related journal entries.
- Assist in the annual budgeting and planning process. Prepare internal reports for variance analysis budget vs. actuals.
- Prepare cash projections and re-forecasts as needed
- Coordinate and support the Controller in year-end audits and the tax return process.
- Lead and develop members of the accounting team.

NHT uses Sage Intacct accounting platform, Avid for Accounts Payable, and Microsoft Office.

Salary and benefits are competitive and commensurate with experience. The salary range for this position is \$91,979 to \$153,879. NHT is looking to hire at the mid-point.

FIRST YEAR SUCCESS MEASURES

- Ensure a timely and accurate close of corporate books and production of monthly, quarterly and annual financial statements.
- Ensure timely completion of corporate and stand-alone audits with minimal findings.

SKILLS AND ATTRIBUTES

Successful candidates for this role will demonstrate operational accounting expertise, capacity to work with other departments and external stakeholders, and effective team leadership skills. Candidates will bring the following:

- Bachelor's degree in Business or Accounting required, CPA and experience with GAAP Accounting preferred.
- CDFI/loan accounting experience strongly preferred.
- Strong analytical, consolidated financial statement reporting (monthly/quarterly/annual), annual budgeting, cash forecasting and corporate auditing skills; highly organized with excellent attention to detail; financial and operational systems process improvement mentality and orientation.
- Advanced knowledge of accounting and reporting software; experience with Sage Intacct preferred and knowledge of AvidXchange is a plus.
- Excellent interpersonal, organizational and communications skills, including both verbal and written skills.

APPLICATION PROCESS

To apply, upload resume, cover letter, and salary requirements [here](#). For other inquiries, contact Adrienne O'Rourke at Adrienne.orourke@marcumllp.com. Resume reviews begin immediately.

NHT is committed to providing equal employment opportunity in all our employment programs and decisions. Equal employment opportunity is provided to all employees and applicants for employment without regard to race, color, religion, creed, sex, national origin or ancestry, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, political affiliation, disability, matriculation, genetic information, covered veteran's status or any other protected characteristic under federal, state or local law. This policy applies to all terms and conditions of employment, including, but not limited to, recruitment and hiring, placement, promotion, termination, reductions in-force, recall, transfers, leaves of absence, compensation, and training.

About Raffa – Marcum's Nonprofit & Social Sector Group

On behalf of NHT, Raffa – Marcum's Nonprofit & Social Sector Group is working with the organization to advance the search. Founded in 1984 and merged with Marcum, Raffa is, and always has been, a mission-driven professional services firm seeking to do more for nonprofits and socially conscious companies like NHT. Learn more about our work at <http://marcumllp.com/industries/nonprofit-social-sector>.