**Position**: Vice President of Finance

**Reports to**: CEO

**Supervises**: Controller, and Director of Financial Planning & Analysis

**Classification**: Full time/Exempt

**Salary Range**: $120,000 – $175,000

**Major Functions/Accountabilities:**

• Dynamic leader

o Lead and mentor staff

o Strong interpersonal and communication skills

o Ability to present financial results to staff, senior leadership and Board

• Structure and negotiate loan and partnership documents

o Secure and negotiate debt financing on existing and new properties

o Manage and negotiate the formation of partnerships in cooperation with legal counsel

• In depth knowledge of Tax and GAAP

o Thorough understanding of tax regulations and GAAP as it relates to nonprofits and real

estate partnerships

o Ability to keep up with changes in accounting and reporting.

o Experience in combining multiple entities into consolidated financial statements

• Analytical abilities:

o Review and understand trends in monthly financial statements.

o Identify anomalies and areas of concern

• Able to juggle multiple priorities and meet deadlines

**Responsibilities:**

• Cash Management – corporate and properties

o Understand monthly cash needs of each property (i.e. loan payments, tax & insurance

escrows, utilities, payroll, etc.)

o Forecast potential shortfalls and recommend appropriate remedy

• Manage and take ownership of annual budgets

• Coordinate preparation of annual audits and tax returns

o Manage staff in the preparation of all schedules, documents and info required by the

auditors

o Review and approve all audited financial statements

o Review and approve all tax returns

• Review and update processes and procedures

o Look for opportunities to improve or streamline processes

o Manage updates and changes in processes and procedures

**Qualifications:**

• At least ten years of experience in progressively responsible financial leadership roles, in an

organization with a budget of at least $20 million or greater.

• Effective at developing, mentoring and motivating teams, and evaluating talent.

**Education:**

• A minimum of a BS in finance or accounting; a CPA, CMA MBA preferred.

**Skills and Abilities:**

• Proven ability to build strong culture in an organization.

• Ideal candidate will have significant experience with or at a non-profit.

• Strong understanding of affordable housing market and issues.

• Experience in Low Income Tax Housing Credits (LITHC) is ideal.

Candidates, please submit a cover letter and resume to Maria Effiong, RMC Human Resources Manager,

meffiong@rmcommunities.org.

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