



Controller

About Ability Housing

Ability Housing's is a 501(c)3 affordable housing developer committed to improving the quality of life for residents and the communities in which we operate.

Mission to build strong communities where everyone has a home.

Vision a society where housing is a right, not a privilege; and all individuals have safe, affordable housing in vibrant communities.

To achieve these, we develop and operate quality rental housing affordable to persons with extremely limited incomes; administer rental assistance to help chronically homeless households access market housing; and partner with area service organizations to ensure our residents have the supports they require to maintain their housing and increase self-reliance.

Values

- Everyone should have a home
- Working together creates opportunities and changes lives
- Challenging the status quo creates new ideas and innovative solutions
- Using data and evidence-based practices creates effective and lasting outcomes
- The trust of the people and communities we serve must be earned every day

The Role

The Controller provides strategic and ongoing leadership and direction in key operational areas with a special focus on financial policy and management, long-term financial planning and overseeing of agency's overall financial position. The Controller is responsible for maintaining efficient systems, policies, and processes that meet the current and future business requirements (financial, compliance, and risk management) of the organization.

The Controller is responsible to:

- Develop and deliver strategic objectives and plans
- Understand and be informed by the financial position of the organization and how it impacts decision making
- Understand the operational implications of different courses of action
- Prepare budget(s) for area(s) of responsibility
- Prepare organizations annual operating budget
- Manage and control expenditures within the agreed budget(s)
- Assess and mitigate risk in area(s) of responsibility
- Communicate strategies, policies and procedures effectively to staff

Organizational Management

- Manage all accounting and finance functions for the organization, including ongoing evaluation of financial and accounting systems
- Implement and upgrade, as necessary, appropriate systems, policies, internal controls, accounting standards and procedures
- Lead strategic financial planning for programs, departments and the organization and strategically anticipate future consequences and trends
- Develop annual budget/operating plan, including mid-year adjustments, in consultation with the CEO & Senior Director of Finance and Administration
- Oversee the development of monthly and quarterly financial statements and forecasts against budget, financial and operational goals; maintain a 12-month rolling projection
- Conduct quarterly assessment of budget progress, update current year projections
- Manage processing of accounts receivable and payable
- Ensure timely receipt of accounts receivable and accrued revenue
- Ensure timely preparation of annual audited financial statements and Form 990
- Develop and manage relationships with investors, financing organizations, and related finance contacts

Other

- Manage direct reports and provide professional development opportunities
- Maintain continuous lines of communication, keeping the Senior Director of Finance and Administration informed of all critical issues
- Perform other duties as assigned

The Ideal Candidate

Any combination of education and experience that would provide required skills and knowledge necessary for successful performance, including:

- A commitment to the mission of Ability Housing
- Four-year Accounting Degree, CPA preferred
- Minimum 5 years' experience, with thorough understanding of and broad experience with the full range of business functions and systems, including strategic development and planning, budgeting, business analysis and finance
- Experience in overseeing contracts, reviewing, and approving requests for payment and preparing draw requests
- Experience in developing and monitoring annual operating and capital budgets
- Experience with nonprofit finance and accounting regulations preferred but not required
- Experience in real estate development and affordable housing preferred but not required
- Experience with grants and grant administration preferred but not required
- Strong analytical and computational skills with attention to detail and deadlines
- Experience with cultivating trusting relationships with colleagues
- Strong communication skills, both oral and written, with an emphasis on explaining financial matters to non-financial colleagues

Work Environment

Position is full time, salaried and exempt position. The hours worked will be weekdays at least 8:00 am to 5:00 pm or a mutually agreed upon schedule. Evening and/or weekend hours may be required. Regular

daily (work week) presence is required, in office and/or remote day(s).

Ability Housing is an equal opportunity employer. We are committed to creating an inclusive environment for all employees.

Ability Housing offers a competitive compensation and benefits package including medical, dental, vision, life, short-term disability, paid vacation, holiday days, and matching 403b.

If interested email cover letter and resume to info@abilityhousing.org