



Housing Initiative Partnership

## POSITION OPENING

<b>JOB TITLE:</b>	<b>Controller</b>
<b>DEPARTMENT:</b>	<b>Executive</b>
<b>FLSA STATUS:</b>	<b>Exempt</b>
<b>REPORTS TO:</b>	<b>Executive Director</b>
<b>SUPERVISES (DIRECT):</b>	<b>Accounting Consultant</b>
<b>CREATED:</b>	<b>June 1, 2023</b>

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### POSITION SUMMARY:

The Controller oversees HIP's accounting system, ensuring accuracy and compliance with Generally Accepted Accounting Principles and federal Single Audit requirements. The Controller will supervise the Accounting Consultant and bookkeeping staff and oversee the accounting to ensure proper bookkeeping and reporting. The Controller will be responsible for monitoring overall financial performance, preparing and monitoring annual operating budget, maintaining policies, procedures and internal controls and modify as needed, as well as review monthly financial statements and reports produced by the Accounting Consultant. The Controller is a member of the senior management team of HIP and is expected to analyze budget performance, growth and investments as part of HIP's overall strategic planning.

This is a new position for HIP as it continues to experience growth in both real estate development and counseling services with an expanding number of federal and local contracts. This is an opportunity to build an accounting department as HIP continues to grow in complexity.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversees accounting systems to ensure proper bookkeeping and reporting, in consultation with Accounting Consultant.
- Monitors the financial health and well-being of the business, including liquidity and investments.
- Budgets and forecasts income and cash flow to help measure business performance.
- Monitors cash position and prepares line of credit requests as needed.
- Reviews, evaluates and interprets monthly financial statements for HIP produced by the Accounting Consultant.
- Produces monthly summary memos for Board Finance Committee and Executive Director.
- Reviews all grant reimbursement invoices before they are submitted to ensure accuracy and track against grant awards.
- Implements full fund accounting system in which all staff salaries and overhead are allocated to specific grants, contracts and other sources of income.
- Monitors and improves the accounting systems with appropriate internal controls.
- Maintains and updates accounting policies and procedures to ensure compliance with Single Audit and other federal reporting requirements.
- Manages and calls in payroll to Paychex.
- Manages Employee Benefits.
- Manages Employee 401K Plan in partnership with Paychex.

- Provides guidance in strategic planning and other company decisions and issues.
- Reviews audits and prepares tax returns for all HIP affiliates, currently numbered as six, all of which have an ownership interest in a multifamily property.
- Oversees annual audit of HIP as well as Mt. Rainier Artist Apartments in which HIP is the General Partner.

**QUALIFICATIONS, KNOWLEDGE & SKILL REQUIRED:**

- Bachelor's Degree plus at least five (5) years experience in accounting is required.
- CPA designation strongly preferred
- Background in affordable housing accounting and LIHTC compliance strongly preferred
- Passion for HIP's Mission.
- Strong attention to detail and advanced problem-solving skills.
- Excellent written and verbal communications skills
- Self-starter and deadline-driven.
- Professional, well organized and able to handle a variety of duties simultaneously.
- Positive attitude and excellent customer service skills.
- Proficiency in Microsoft Excel, Quickbooks, online bill payment systems

**ADA SPECIFICATIONS:**

This position is primarily sedentary in the Hyattsville, Maryland office and may require some bending and lifting. Controller may work remotely up to three days per week as negotiated with the Executive Director.

**SALARY RANGE:      \$90,000 - \$120,000 depending upon experience**

*To apply for this position, please submit cover letter and resume to:*

*Maryann Dillon*  
*Executive Director*  
[mdillon@hiphomes.org](mailto:mdillon@hiphomes.org)  
[www.hiphomes.org](http://www.hiphomes.org)

*No phone calls please.*

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The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.