

Job Description

Job Title: Controller, Property Management

Location: San Luis Obispo

FLSA Classification: Exempt

Reports to: Director of Accounting & Finance

Description

The Property Management (PM) Controller, under the supervision of the CFO, will oversee the functions of the property management accounting department and will be responsible for financial reporting related to the corporate property management division. This position will supervise the Sr. Accounting Manager. The PM Controller will facilitate strategic initiatives to ensure efficient processes and technological efficiency to meet the financial goals and deadlines of the property management accounting department.

Essential Functions

- Establish department goals and objectives to achieve accountability in order to maximize performance.
 - Recommend and implement changes to achieve process efficiency.
- Identify necessary technology enhancements for efficiency and financial transparency.
- Lead daily financial operations and provide leadership and training to the property management accounting team, including the design of an organizational structure adequate for achieving department's goals and objectives for:
 - Accounts Receivable, Accounts Payable, Reporting and Budgeting and Cash Management.
- Work with Sr. Accounting Manager and Staff to ensure timely posting and review of accounting transactions and financial records to ensure application of GAAP principles, which include the following:
 - General ledger, corporate allocations and payroll, security deposits, bank transactions and reconciliations, debt payments, insurance and property tax payments, intercompany billings and payments, etc.
- Manage reporting functions for the affordable housing portfolio consisting of annual audits and tax returns.
- Assist in affordable housing budgets to ensure accuracy, reasonableness and timely submittals to investors, lenders and government agencies.
 - Ensure timely submittal of HUD, USDA and HCD budgets.
 - Manage the USDA MINK system and HUD REAC reporting systems.
- Manage the timely review and submittal of monthly and quarterly financials prepared for investors, management, Board and lenders.
- Assist in the preparation of a corporate budget for the property management division of Peoples' Self-Help Housing Corporation. Provide regular variance reports for the Director of Property Management, Executive Staff and Board of Directors.
- Assist in the reporting of critical metrics for the affordable housing portfolio including DSCR, Occupancy and other metrics deemed useful by property management leaders.
- Attend training seminars to stay current on affordable housing standards and best practices.
- Maintain standard chart of accounts, recommend, and implement changes to increase reporting and budgeting efficiency.

Job Description

- Maintain accounting system reporting trees to maximize transparency and efficiency.
- Perform other duties as assigned.

Skill & Knowledge Requirements

- Knowledge and experience with non-profit or government accounting is preferred.
- Strong organizational, problem-solving, and analytical skills.
- Proven leadership and management of priorities and workflow in a deadline driven environment.
- Knowledge and proficiency in Finance, Accounting and GAAP Principles.
- Knowledge and proficiency in work in process or job cost accounting is preferred.
- Knowledge of Uniform Guidance and Low-Income Housing Tax Credits including HUD and USDA requirements is preferred.
- Ability to work effectively as a representative of PSHHC and the CEO to government agencies and the public.
- Excellent written and verbal communication skills and the ability to provide and receive feedback at all levels of the organization.
- Ability to get along with fellow workers.

Experience Requirements

- 10+ years of accounting experience within the real estate industry, affordable or residential experience preferred.
- Previous experience working in a multi-entity environment is required.
- Experience in and general knowledge of, personal computers with a high level of proficiency using Yardi Voyager and Microsoft Outlook, Excel and Word.

Education Requirements

- Bachelor's Degree in Accounting or Finance from an accredited college or university is required.

License/Certification Requirements

- A current CPA license is preferred.
- Must possess a valid California driver's license, automobile liability insurance and have access to a reliable vehicle.

PSHH Offers a Competitive Compensation and benefit package including:

- Employer-paid Medical/Dental/Vision/Life/LTD/ STD
- Pension Plan (currently 7% salary matching contribution each year)
- Paid Vacation, Holidays, Sick Time and Alternative Workweek Schedule option
- Employer investment in professional education and wellness reimbursements

Salary is commensurate on candidate experience, within the range of \$90,000-100,000 annually.

To apply for this position, please submit your resume to HR@pshhc.org.