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**BroadView Talent Partners**

**Position Description**

For the Role of

**Corporate Controller**

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**August/September/October 2021**

Broadview Talent Partners | 120 Northwood Rd. 2nd Fl. | Fairfield, CT 06825 | 203.651.5300

# POSITION DESCRIPTION

## **Title:** Controller

## **Organization:** Linc Housing

## **Reports to:** VP of Finance or CFO in lieu of VP of Finance

## **Direct Reports**: FP & A Manager, Real Estate Assistant Controller & Senior Development Associate

## **Employee Count:** 71

## **Location:** Long Beach, CA

## **Website:** https://www.linchousing.org/

## THE ORGANIZATION

*Since 1984, Linc Housing has built a strong track record of creating communities for thousands of families and seniors throughout California. We're committed to building and preserving housing that is affordable, environmentally sustainable, and a catalyst for community improvement. Linc works hard to address the homelessness crisis by building supportive housing and addressing the affordable housing needs of our state's diverse population. Through our resident services, we're also providing life-enhancing programs that improve the quality of life for those who live in our communities.*

## WHAT WE DO

Linc approaches affordable housing in a multi-faceted way by implementing the following strategies:

* Build new affordable housing
* Preserve existing affordable housing
* Develop and retrofit for sustainability
* Provide supportive services
* Advocate for strong affordable housing policy

**Linc By The Numbers**

**$1B**

**ASSETS UNDER MANAGEMENT**

**$750M**

**REAL ESTATE  
UNDER DEVELOPMENT**

**8,500+**

**UNITS DEVELOPED**

**1,500+**

**UNITS IN DEVELOPMENT**

# Position Summary:

POSITION SUMMARY

The Corporate Controller manages the organization’s accounting operations of the organization, including financial oversight, budgeting, auditing, account payable and receivable, general ledger and financial reporting and analysis in accordance with generally accepted accounting principles, and internal policies and procedures of Linc

This position oversees implementation of financial systems and supports new efforts to improve financial performance of the organization.

The Corporate Controller interfaces with management to implement effective financial strategies and reports, Corporate Fund, and related affiliates, as well as Linc’s portfolio of affordable housing assets. Reviews financial performance for Linc and for the properties under Linc management.

This position assumes responsibility for the financial functions in the absence of the V.P. Finance. Reviews financial performance for Linc and for the properties under Linc management.

JOB FUNCTIONS:

* Audit cash flow, monitors reserve accounts, controls bank accounts (coordinates, prepares communications, and monitors disbursements from account)
* Prepare cash projections and re-forecasts as needed
* Recommend and implement financial systems such as process for establishing bank accounts and cash management procedures (both for LINC and those under Linc control)
* Manage budgets and budgeting process. Prepares internal reports for variance analysis budget vs. actuals. Ensures reports are completed timely and accurately
* Oversee and prepare large volume of financial reports on managed properties and LINC businesses for Board
* Coordinate and manage year end audit and tax return process, review audits and tax returns, coordinates with investors, auditors, Asset Management, and property management team
* Partner with the Asset Management team to compile financial information during debt refinances and the sales of properties
* Review legal documents to ensure proper accounting and reporting for joint ventures, investments, loans, leases, vendor agreements, tax credit deals, and other significant transactions
* Investigate and recommend how to manage cash for greatest efficiency and yield
* Ensure accounting records are kept in compliance by adhering to company policies, procedures, and internal controls
* Lead and develop members of the accounting team. Work with team members to identify and implement opportunities to streamline business processes, optimize effectiveness and efficiency, and foster a continuous improvement culture

REQUIRED KNOWLEDGE, SKILLS & ABILITIES: (“MUST HAVES”):

* CPA with 5 -7-plus years of real estate focused GAAP accounting with an emphasis on operating properties, construction and development; affordable housing experience a definite plus
* 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
* Demonstrated experience working across and within a highly-matrixed organization with multiple subsidiaries and inter-company transactions
* Excellent mentorship, coaching, development and supervisory capabilities
* Superior communication, presentation, influencing, negotiation, interpersonal and relationship management skills
* Proficient working knowledge of MS Excel and related software applications for accounting and financial management; knowledge of Yardi software a definite plus

OTHER DESIRED SKILLS AND ABILITIES:

* Ability to think strategically with a visionary focus on future growth and stability
* Strong analytical/problem solving skills, including process analysis and improvement
* Strong ethical decision-making skills
* Proven leadership skills that are collaborative in setting a clear direction and supportive environment to ensure that goals and objectives are met while inspiring outstanding performance
* Complex problem-solving skills using a high level of creativity and ingenuity to drive the agency’s operations while understanding and advising on the varying degrees of risk
* Skill in effective listening, communication and presentation skills where all messages from and to diverse audiences can be heard and/or articulated in layman terms that inspire a high level of confidence

MEASURES OF FIRST YEAR SUCCESS:

* Ensure a timely and accurate close of corporate books and production of monthly, quarterly and annual financial statements
* Ensure timely completion of corporate audit with minimal findings
* Provide consolidating entries and comlete company-prepared consolidated financial statements

EDUCATION & EXPERIENCE:

A combination of education and related experience may substitute for education requirements.

* BA in Accounting, Business, Finance or related field, CPA preferred **and**
* 5 more years’ experience in Real Estate accounting
* Preferred: Affordable Housing Experience

COMPENSATION:

Linc Housing offers a competitive salary commensurate with experience, as well as excellent benefits and perks including but not limited to:

* **Health**
* **Dental**
* **Life, Short and Long-Term Disability Insurance**
* **403(b) Retirement Plan**
* **Generous paid time off program**

Candidate Inquiries

Linc Housing has retained BroadView Talent Partners to lead this search.   
“***Interested and Qualified***” candidates should contact:

Rhea Windon    
**Vice President, Senior Associate**120 Northwood Road, 2nd Floor | Fairfield, CT 06825  
office [203.651.8300](tel:203.651.8300) | mobile [214.940.2634](tel:214.940.2634)  
[rhea@broadviewtalent.com](mailto:%20rhea@broadviewtalent.com)

About BroadView Talent Partners

Executives in affordable housing, nonprofit, and middle market organizations retain BroadView Talent Partners to fill senior leadership team positions because they value our specialized knowledge and proven process for identifying executive talent using our unmatched national network, commitment to diversity, equity, and inclusion (DEI), and record of long-tenured placements.