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**BroadView Talent Partners**

**Position Description**

For the Role of

**Controller**

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**October/November/December 2021**

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

# POSITION DESCRIPTION

## **Title:** Controller

## **Organization:** Opportunity Communities

## **Reports to:** Chief Financial Officer

## **Direct Reports:** Senior Staff Accountant and Senior Real Estate Development Accountant

## **Location:** Boston, MA

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

## THE ORGANIZATION

Opportunity Communities – or OppCo – provides locally-based non-profit community developers with administrative and core business supports that offer the benefits available in a larger-scale entity without losing local independence and control. By centralizing financial management, purchasing, human resources, data and evaluation, information technology, and other management functions, and by sharing expertise in core programs central to the business of community developers (real estate, asset management, and tenant services), OppCo members are better able to meet need within their communities, achieve deeper impacts in core lines of business, and to ensure that change is equitable.

OUR MISSION

**Our mission is to strengthen the capacity, efficiency, and performance of independent local community developers that join Opportunity Communities as organizational members. All our members are committed to building equitable communities of opportunity.**

Community development organizations concentrate on neighborhoods and communities that are led by and benefit local residents, ensuring that programs respond to community needs. Yet, a local focus limits organizational scale and constrains impact. The OppCo model solves this problem by allowing member organizations to retain local focus and control of resources and assets, while enabling them to benefit from the efficiency and effectiveness of a larger-scale entity.

Position Summary

The Controller reports to the Chief Financial Officer and leads the day-to-day operations of the finance and accounting department. He/she is responsible for oversight of all finance, accounting and reporting activities, along with monitoring and enforcing accounting policies and procedures. He/she is responsible for preparation and distribution of all OppCo and partners and entity internal financial statements to management, maintenance of the organization’s general ledger, review of reconciliations, managing the year-end audit process and ensuring that all transactions and documentation complies with US GAAP. This is a growth position for the right candidate.

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

This is an extraordinary opportunity for a leader with extensive accounting and finance experience. She/he will ideally have experience in a complex environment that has multiple programs.

Specific requirements include:

* 7 - 10 years of progressively responsible real estate development, real estate portfolio and/or highly regulated industry sector GAAP accounting experience; candidates from for-profit sector must be ready, willing and able to adapt to a non-profit, mission-driven culture
* Demonstrated mentorship, coaching and development-focused supervisory experience and success directing and coordinating work of others; driving process and performance improvement and projects to timely completion
* Strong interpersonal, influencing, listening, negotiation, influencing and relationship management capabilities
* Advanced knowledge of accounting and reporting software; Sage Intacct and Salesforce (or equivalent platform) knowledge a definite plus
* Well-developed systems thinker with a change management mentality and track record

OTHER DESIRED SKILLS AND ABILITIES:

* Experience with real estate, consolidation, and loan accounting strongly preferred
* Ability and desire to translate complex financial concepts to individuals at all levels including finance and non-finance managers
* Personal qualities of integrity, credibility, and unwavering commitment to OppCo’s mission
* A proactive, hands-on strategic thinker who will own, in partnership with the CFO, the responsibility for finance

ESSENTIAL DUTIES & RESPONSIBILITIES

**TEAM LEADERSHIP:**

* Leverage strengths of the current finance team members, helping to clarify roles and responsibilities, implementing training programs to maximize both individual and team goals
* Provide leadership in strengthening internal communications with staff at all levels throughout the organization; create and promote a positive and supportive work environment
* Provide leadership in emphasizing customer service throughout the organization

QUALIFICATION REQUIREMENTS:

* BA in Accounting required
* CPA Certification with public accounting experience preferred

COMPENSATION:

Opportunity Communities 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

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

Mr. Tracy McMillan

CEO & Managing Partner

BroadView Talent Partners

(484) 994-9270

[tracymac@broadviewtalent.com](mailto:tracymac@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.