Somerville Community Corporation (SCC) – Controller
Job Advertisement

About Somerville Community Corporation (SCC):

We are a membership organization that provides leadership for sustaining the City of Somerville as a vibrant, diverse, and tolerant community. We offer services and lead community organizing that supports low- and moderate-income Somerville residents in their efforts to achieve economic sustainability and increase civic participation. We are a small team with a big heart for helping those in our community.

Job Summary:

The Controller is responsible for the day-to-day operations of the Accounting and Finance Departments.

A Day in the Life of the Controller:

- Responsible for the development and implementation of standardized accounting and cash control processes in line with Generally Accepted Accounting Principles (GAAP).
- Collaborates with the Chief Executive Officer to develop, implement, and monitor effective internal processes related to cash and accounting systems.
- Maintains effective staffing and cost control measures, particularly labor expenses based upon the requirements of the business.
- Manages the payables and billing functions and the management of all financial and accounting systems.
- Ensures accurate and timely prepared financial statements, payroll processing as well as direct link to our annual audits/reviews performed and quarterly compliance with tax and other agencies.
- Manages the payroll process for the company including oversight of the payroll function, as well as approval and timely submission of timesheets.
- With the CEO, develop and create the annual budget through established processes and by working with company management.
- Manage the invoicing and collection of all tenant accounts.
- Introduces new procedures to ensure tight controls of the accounting and finance departments, as needed.
- Act as the preliminary point of contact with the company’s external auditor.
- Manages and oversees staff accuracy in creating and maintaining accounts, including the balance sheet, income statement, and cash flow.
- Provides feedback to managers to ensure the timely and accurate posting and reporting of payments, credits, and invoicing to customers ensuring compliance with regulations.
- Files tax returns (e.g., sales, & use, payroll, and support income tax returns).
- Stay current with changing technology, including software and SCC programs.

Minimum Qualifications (Education, Experience, Skills, Abilities):

- Bachelor’s degree (B.A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination education and experience.
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- Working knowledge of the following software preferred: Avid, Sage Accounting, Yardi Breeze Property Management, and Construction In Progress.
- Experience with financial audits.
- Experience in a non-profit community development corporation.
- Compliance expertise with federal, state, and local laws and ordinances.
- Task-oriented with strong organizational and attention to detail skills.
- Self-directed and proven skill to work independently as well as part of a team.
- Strong analytical and problem-solving skills.
- Ability to make appropriate judgment and decisions.
- Demonstrated skill in managing multiple projects to drive results.
- Works efficiently in a fast-paced and team-oriented environment.
- Excellent verbal and written English communication skills.

Certificates, Licenses, Registrations:

- Certified Public Accountant (CPA) License

Location: This position is fully Onsite in order to provide support to finance and programs of SCC.

Classification/Status: Exempt - Full time

Hours: Monday – Friday, 8:30am 4:30 pm or 9:00am -5:00pm
Local travel to SCC properties required as needed.
Maybe required to work overtime (e.g., nights or weekends) to meet tenant & staff needs, as well as monthly, quarterly and/or annual compliance deadlines.

Salary Range: $115,000 to $125,000. Based on experience & qualifications.

Benefits: We offer comprehensive benefits, generous paid time off, retirement plan, employee rewards and other perks!

Send Resume to: gpuigbo@somervillecdc.org

The Company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.