Controller

Berkshire Housing Development Corporation
Berkshire Housing Services, Inc.

Berkshire Housing Development Corporation (BHDC) is a private, non-profit organization whose purpose since 1971 has been to improve the quality of life for residents of Berkshire County by increasing affordable housing opportunities; delivering community development programs and projects, and operating a professional, full-service property management company (Berkshire Housing Services Inc. (BHSI)) that manages affordable housing, private community associations and commercial property.

SUMMARY OF DUTIES

Reports to BHDC/BHSI VP of Finance.

Responsible for the correct handling and recording of all income and expenditures of BHDC and BHSI, for compliance with all internal controls regarding financial transactions, and for the proper functioning of office personnel and procedures.

- Supervision of Accounting and Bookkeeping staff
- Supervise the preparation of accrued financial statements and cash flow budget analysis on each entity each month using ResMan software
- Prepared agency budgets, and assist property managers in preparation of management contract budgets
- Prepare annual Section 8 budgets and supervise preparation of monthly financial statements
- Reconcile monthly salary and overhead reimbursement for Section 8 department to BHDC
- Preparation of and filing of all reports, tax returns and other forms or documents required by regulation or contract
- Cooperate with all auditors, compile information and monitor audit performance and completion.
- Supervise and recommend for approval all intercompany transfers.
- Prepare monthly requisition request for various subsidized programs administered for DHCD
- Quarterly audit on internal accounting procedures
- Assist in development of financial projections for new projects being explored by BHDC/BHSI
- Oversee the implementation and operation of computerized record keeping and financial reporting systems for BHDC/BHSI
- Bill projects annually for their share of the retirement benefits paid into fund on behalf of their employees
Bill projects annually for their share of the workmen’s compensation premium upon completion of the workmen’s compensation audit

**Requirements**

- 3+ years of prior accounting manager experience required
- Proficiency with spreadsheets, and Microsoft Office Software (Word and Excel)
- Ability to multi-task
- Proven customer service skills
- Excellent verbal and written communication skills
- BA or BS in Finance or Accounting

This Job Is Ideal for Someone Who Is:

- Dependable -- more reliable than spontaneous
- People-oriented -- enjoys interacting with people and working on group projects
- Adaptable/flexible -- enjoys doing work that requires frequent shifts in direction
- Detail-oriented -- would rather focus on the details of work than the bigger picture
- Autonomous/Independent -- enjoys working with little direction
- Innovative -- prefers working in unconventional ways or on tasks that require creativity
- High stress tolerance -- thrives in a high-pressure environment

**Work Schedule**: full-time schedule 8-4:30. Can be flexible based on the needs of the successful candidate.

Benefits:

- Health insurance
- Dental insurance
- Retirement plan
- Paid time off
- Vision
- Flexible spending
- Life Insurance

**Application Procedures**: For consideration, please submit cover letter, resume, and names and telephone numbers of three current professional references to HR Director email dmcginness@Berkshirehousing.com