



SOMERVILLE COMMUNITY CORPORATION

337 Somerville Avenue, 2nd Floor
Somerville, MA 02143
Phone 617. 776.5931
www.somervillecdc.org

Controller

A key opportunity to be a valuable contributor is available at Somerville Community Corporation (SCC), a non-profit organization servicing the Somerville community. SCC supports low- and moderate-income Somerville residents in their efforts to achieve economic sustainability and increase civic participation. We are hiring a full-time Controller who will be responsible for the day-to-day operations of the Accounting and Finance departments. The position is usually Monday through Friday, 9:00 AM – 5:00 PM.

Responsibilities include:

- Responsible for the hiring, training and performance management of Accounting and Finance staff.
- 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 Chief Executive Officer, develops and creates the annual budget through established processes and by working with Company Management.
- Manages the invoicing and collections of all tenant accounts.
- Introduces new procedures to ensure tight controls of the Accounting and Finance Departments, as needed.
- Acts 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).
- Fosters and maintains professional and positive communications and working relationships with residents, vendors, contractors, lenders, City staff, and other partners.

Interested candidates must have:

- Bachelor's degree in accounting, finance, or related field
- Proficiency with GAAP utilization, balancing budgets, income statements & accounting software, working knowledge of Sage Accounting, a plus
- 5+ years of previous managing the accounting and finance-related function experience
- 5+ years of payroll-related processing and overseeing the payroll function
- 3+ years of developing proactive internal accounting & finance compliance SOPs.
- Experience in working with multiple legal entities under different legal umbrellas

- Proficiency with MS Office Suites with advanced knowledge of Excel

Prior experience with construction or property management or development, preferred.

Candidates must possess:

- Exceptional written and verbal communication and interpersonal skills.
- Exceptional organizational and multi-tasking skills.
- High level of accuracy and attention to detail.
- High skill level in mathematical calculation computations.
- Maintains a high level of confidentiality.
- Effectively works independently on a broad variety of projects and as part of a team in a fast paced environment.
- Establishes and maintains positive work relationships with co-workers, clients, and vendors.
- Required to maintain a professional appearance and to exhibit a positive company image to the public.

We are seeking candidates who thrive in a small organization with a “roll-up the sleeve”, pitch-in to get done what is needed attitude to better the business, its’ clients and employees. SCC’s benefits includes health insurance, 401k with employer match, vacation time and sick time and paid holidays.

SCC offers a competitive salary and benefits package. Interested candidates are to submit their resume, cover letter and salary requirements to:

Gonzalo J. Puigbo, Chief Executive Officer

Email: gpuigbo@somervillecdc.org

For more information, see our website at www.somervillecdc.org

SCC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.