



## CONTROLLER

The Controller position is full time and reports to the CEO and manages all financial functions including budget development and tracking, financial operations as well as oversight of outside bookkeeping, and management of legal/compliance requirements. In addition, the Controller develops projections on individual project budgets, grant budgets, and the capital budget.

### **Roles and Responsibilities:**

- Oversee all accounts, ledgers, financial software, and reporting systems ensuring policies and procedures follow appropriate GAAP standards and regulatory requirements.
- Oversee the financial management of development projects and rental properties.
- Oversee an inclusive process to establish an annual operating budget for IHT, by lines of business and/or project.
- Manage organizational cash flow in total and by project, including meetings with the lines of business/project directors to ensure dynamic cash flow forecasting.
- Manage financing both public and private debt as well as lines of credit from short term construction phase to longer term, permanent financing.
- Manage financial information/requirements of third-party partnerships e.g., construction and or rental management.
- Provide staff training as needed in the areas of budget development, budget management, fiscal accountability, and finance procedures.
- Consistently analyze financial data and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitor progress and changes and keep senior leadership, the Executive Committee, and the Board of Directors well-informed of IHT financial status.
- Participate in weekly meetings with operational leaders to discuss/review financial status.
- Work with external auditors to prepare and review audit schedules, facilitate preparation of the annual Audited Financial Statements, Federal and State Tax Returns, as well as other financial compliance reporting.
- Oversee the process for identifying and evaluating opportunities for improved financial operations, recordkeeping, and reporting.
- Assist fundraising/development in preparing budgets for grant proposals which fit into the organizational strategy.
- Ensure the maintenance of financial records and recordkeeping systems, including grant/fund accounting, to ensure compliance with all regulations, generally accepted accounting practices and contractual requirements.
- Support and attend, as requested, the Executive and Audit Committee meetings, as well as Board of Directors Meetings in an advisory capacity.

### **Relationships:**

Internal: Maintain professional working relationship with the Executive Director and staff to provide technical assistance in matters of financial operations; interact regularly with the Executive Director and the Board to develop fiscal policies and budgets, and to present regular quarterly reports in an advisory capacity. Consult and counsel as needed: employees, board members and volunteers.

External: Maintain contact as needed with affordable housing federal and state agencies, community development corporations, external auditors, vendors, and other community groups.

**Skills/Knowledge Required:**

- CPA preferred
- Bachelor's (or higher) degree from an accredited college or university in accounting, finance, or business administration, or equivalent
- A minimum of ten years of progressively responsible work experience managing the accounting functions in a non-profit agency, or equivalent experience
- Previous experience with accounting software, preferably QuickBooks
- Thorough knowledge and experience managing the budgeting and accounting practices, processes, and procedures of non-profit organizations
- Effective communication skills, both verbal and written.
- Strong organization and analytical skills
- Advanced knowledge and utilization of MS Excel
- Strong computer literacy to include use of MS Word, PowerPoint, & Outlook
- Ability to interact professionally with IHT staff, Board members, volunteers, and other related agencies