



Controller

ORGANIZATIONAL OVERVIEW

The mission of ONE Neighborhood Builders is to develop affordable housing and engage neighbors across greater Providence to cultivate healthy, vibrant, and safe communities.

Over the next two years, we will accomplish our mission through:

- *Robust Housing Development and Quality Real Estate Management*
ONE|NB will expand the availability of affordable, high-quality homes through the production, preservation, and acquisition of residential and mixed-used properties within our historic home of Olneyville and across greater Providence.
- *Addressing Root Causes of Health Disparities*
ONE|NB will engage residents and community-based organizations in Central Providence to generate the social and economic conditions that prolong life expectancy and work to eradicate systemic barriers that lead to health disparities.
- *Embracing Innovation and Building the Community Development Field*
ONE|NB will emerge as a thought leader in the field by distilling the lessons learned from developing and managing housing and convening residents and community organizations. We will participate in local and regional community development conversations, produce research and case studies, and amplify the impact of our community partners.

At full complement, ONE|NB has 22 full-time team members. ONE|NB is a NeighborWorks America charter member and is governed by an active Board of Directors consisting of ten members. The organization's annual operating budget is \$5.6 million, of which \$2 million is raised annually from government agencies, private foundations, corporations and individual donors.

POSITION DESCRIPTION

The Controller reports to the Director of Finance and plays a key role in all accounting functions, including general ledger, a timely monthly close, grant tracking and compliance, managing the accounts receivable and accounts payable process, payroll, as well as the real estate development requisition and payment processes.

RESPONSIBILITIES:

Accounting/Analysis

- Maintain ongoing schedules of real estate taxes and reconcile to general ledger using audit workpapers as template.
- Manage all inter-company transactions.
- Maintain rolling cash flow reports; monitor cash balances in operating accounts and coordinate cash transfers as necessary.
- Review bank reconciliations on monthly basis, as prepared by the Bookkeeper.
- Review and manage monthly accounts receivable report on a monthly.
- Authorize Bookkeeper's biweekly check-run.
- Prepare and enter journal entries to general ledgers and maintain journal entries.
- Manage indirect cost allocations.
- Develop, implement and monitor accounting systems including, but not limited to the following:
 - Monthly close checklist
 - Monthly reconciliation and analysis of all assets and liabilities
 - Reconcile all requisitions to the accounting records each month.
- Compile all required documentations for auditors and be responsive to all auditor requests; make all adjusting entries upon completion.

Grant Management

- Coordinate with staff to support proper and timely expenditure of grant funds in compliance with applicable guidelines and deadlines.
- Prepare multiple grant requisitions to collect funds for the support of restricted fund expenditures.
- Establish and maintain spreadsheets to monitor the allocation of grants to cover programmatic and personnel expenses.
- Track spend-down of grants and maintain spend-down projection through term of grant; monitor spend-down to ensure all funds are exhausted during grant term.
- Obtain documentation of CFDA #'s for all federal awards.
- Develop procedure for monitoring sub-grantees' / contractor's compliance under federal awards.
- Develop, implement and monitor tracking system for federal grant match requirements.

Real Estate Accounting

- Track predevelopment costs and reconciliations of requisitions to predevelopment accounts in the general ledger. Work with real estate development staff to resolve variances between the accounting reports and the requisitions submitted.
- Assist real estate department staff in the preparation of construction requisitions to ensure all invoices are submitted accurately.
- Assist real estate department staff in responding to questions from funders regarding specific amounts on requisitions.
- Bring accounting activity from third-party property management company to ONE|NB books on a quarterly basis.

Human Resources and Other

- Enroll and terminate employees with Paychex and fringe benefits.
- Maintain HR records and compliance.
- Maintain general liability and business liability insurance and oversee claims as necessary.
- Oversee upgrades to accounting software and be proficient in accounting software including creating custom reports.

QUALIFICATIONS

The ideal candidate will possess the following experience and attributes:

- Bachelor's degree in Accounting/Finance.
- At least four years of related accounting experience, preferably non-profit.
- Experience supervising and motivating employees to realize their full potential.
- Proficiency with accounting software.

COMPENSATION

ONE|NB offers a robust benefits package (including health, dental, and vision insurance), a retirement plan with matching contribution, a generous allotment of paid holiday and personal/vacation time, flexibility to occasionally telecommute from home, and an inspiring & innovative organizational culture. The starting salary range for this position is \$65,000 to \$75,000, commensurate with experience.

ONE|NB works to dismantle all forms of discrimination. We fight the systems that oppress people from a vast range of identities and experiences. Cultivating a team that embodies the diverse experiences of Central Providence communities is essential to these aspirations. We strongly and sincerely encourage applications from people of color; immigrant, bilingual, and bicultural individuals; people with disabilities; members of LGBTQQ+ and gender non-conforming communities; and people with other diverse backgrounds and lived experiences.

APPLICATION INSTRUCTIONS

Submit cover letter and resume to Robert Ebersole, Director of Finance, at ebersole@onenb.org by May 12, 2021.