JOB DESCRIPTION:  CONTROLLER

North Shore Community Development Coalition invests in neighborhoods to create thriving communities. Non-Profit based in Salem, Massachusetts, North Shore CDC is a regional community development organization. Our focus is on low-income and distressed neighborhoods that we’ve committed to transformational and sustainable revitalization. For more information, please visit us at www.northshorecdc.org.

POSITION SUMMARY:

Immediate opening for a full-time Controller who has a minimum of 5-10 years of related experience in a multi-entity environment, preferably with regulatory and federal or state compliance requirements. The Controller reports directly to the CFO, interacts with a variety of people at multiple levels and is responsible for preparation and management of a variety of financial records and reports. Must have a strong understanding of finance and accounting practice, with grants management experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Development:

- Predevelopment: track project costs to appropriately reflect all development costs and activities prior to purchase of property and assist with the recovery of predevelopment costs.
- Assist with settlement statement preparation and record property purchases
- Record construction drawings, process and code invoices for payment, and assist with management of sources.
- Responsible for development entity financial reporting
- Collaborate with the CFO, COO, finance and real estate staff to ensure timely and accurate monthly real estate development activity.
- Liaison between accounting and real estate team to ensure development activity is properly accounted for and in compliance with lender requirements.
- Prepare audit work for cost certification, annual property audit, and tax return preparation.

Asset Management:

- Liaison between the accounting staff of a third party property Management Company and the finance department.
- Summarize and analyze the financial reports from the third party property management company.
- Assist with reviewing annual property audit and tax returns.
- Assist in annual portfolio insurance coverage update.
**Corporate:**

- Work with other finance staff and third party property management company to record and reconcile intercompany activity between 25 entities.
- Reconcile major sub accounts and cash activity monthly.
- Assist in preparation of monthly and quarterly financial statements.
- Support CFO in preparing schedules and source data for annual audits.
- Maintain cash flow documents, journal entries.
- Manage all vendor relationships, W-9s, liability insurance, contracts.
- Accounts payable.

**Requirements:**

- Accounting degree (or an equivalent degree) and at least 5-10 of experience in a multi-entity organization.
- Excellent organizational and follow-through skills, ability to multi-task, prioritize and work under deadlines.
- Must possess a keen attention to detail and a commitment to high quality work.
- Complete familiarity with computerized accounting systems.
- Good written and verbal communication skills required.
- Ability to interact well with staff and external parties in a dynamic, fast paced and demanding environment a must.
- Ability to occasionally work flexible hours when necessary.

Key attributes of the successful candidate:

- Self-starting individual who enjoys working in collegial and entrepreneurial setting.
- Ability to piece together data from many sources and individuals.
- Understands real estate entity accounting, specifically affordable housing and low-income housing tax credits.
- Audit experience preferred.
- Microsoft Excel, Word, Outlook.

**Benefits:**

- We offer a competitive salary that is commensurate with experience. We have a wonderful benefits package that includes health, dental and vision insurance, paid time off, paid sick days and a 401k plan.

**How to Apply:**

Please submit a resume, cover letter explaining your interest in the position and salary requirements to Jason C. Pina at hr@northshorecdc.org. No phone calls please.

*NSCDC is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, gender, familial status, disability, ancestry, age, marital status, public assistance status, sexual orientation, veteran history/military status or genetic information.*