

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.

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