

Property Accounting Controller Position

ABOUT THE ORGANIZATION

St. Nicks Alliance a North Brooklyn, a community-based non-profit, builder and manager of affordable housing. The organization has built over 3,000 units of housing units.

ABOUT THE OPPORTUNITY

The Property Accounting Controller will report to the Director of Finance and manage a team of 5 employees. The Property Accounting Controller has primary responsibility for overseeing and directing fiscal strategy, real estate fiscal management, accounting, compliance, and audits within the St. Nicks Alliance Affordable Housing Portfolio. St. Nicks Alliance has a robust housing pipeline, and growth is anticipated. The Property Accounting Controller will work closely with the Director of Finance as well as other members of the Management and Development leadership team. The Property Accounting Controller will seek ways to continuously problem solve and improve the Property Accounting team to align with organizational values.

Financial Oversight and Management

- Strengthen St. Nicks Alliance property financial operations by providing practical, timely, and accurate analysis of budgets, financial reports, cash management, and financial trends.
- Oversee completion of monthly general ledger management and accounting closing, including accruals, accounts receivable reconciliation, income reconciliation, cash reconciliation, escrows, and producing an internal financial report and reporting to Investors, Oversight Agencies, and Government Agencies.
- Oversee five Accounting staff – One Senior Accountant, 3 Accountants, and one Clerical AR/AP Coordinator.
- Supervise and Train and Develop staff as needed; staff Evaluations annually
- Coordinate as Super User for the Property Accounting software system (One-Site), all necessary oversight and security for all staff as well as all needed updates. Coordinate opening new cash accounts and new entities within the Property Management Software as needed.

Financial Analysis, Strategy, and Budgeting

- Establish budgets and forecast preparation guidelines and prepare the annual budgets in collaboration with the Property Management Leadership team for all entities, LPs, HUD, HDFCs, JOE Entities, and co-ops.
- Maintain analysis and record keeping for necessary draw down on reserves as needed.
- Analyze Reserve Accounts on a regular basis.
- Work on improving cash flow and detail out needs of each organization
- Keep a monthly matrix spreadsheet of entities in order to see trends and overall financial position compared to other entities, benchmarking viability and financial status of all entities. It also includes tracking collection rates, occupancy rates, Accounts Receivable, and Payables, including intercompany payables.

- Review Disbursements to ensure adherence to budgets and corporate policy.
- Develop a reliable cash flow projection process and reporting mechanism.
- Continue to create a paperless work environment and efficiencies within all accounting functions and internal controls.
- Work on rent increases as needed for all HUD-supported entities.
- Stay up-to-date on all outside systems as needed (ex. SAM, DOF, LISC, Richman).

Compliance and Internal Controls

- Oversee Housing Audits (Limited Partnership, Housing Development Fund Corp, 3rd Party Manager. Meet Investor and Board timelines for completion. Ensure a smooth process for all audits.
- Monitor compliance with outside government agencies, Investor Organizations, Auditors, Banks, mortgages, and other intermediaries.

ABOUT THE SUCCESSFUL CANDIDATE

The ideal Property Accounting Controller will be forward-thinking, people-focused, and strategic about financial management and budgeting and a team leader.

Qualifications

- Minimum of 7 years of management experience; Affordable Housing Accounting preferred.
- A strong track record of understanding and managing Affordable Housing finance.
- Possess strong analytical skills and have a data-driven approach, adept at informing, creating, and managing budgets.
- Demonstrated success in strategic thinking and creative problem-solving towards improving systems and processes.
- Ability to balance the demands of big-picture strategy and day-to-day orientation to details.
- Fostering an adaptable team culture and skillfully guiding individuals through transitions.
- Clear and effective communicator
- Approachable with strong interpersonal skills and the ability to work effectively with a wide variety of people.
- Experience intentionally using financial software to produce timely and accurate data.
- Experience with Accounting Software such as One-Site.

Education

BA/BS required Accounting.

Compensation & Benefits

Salary range for this position is \$120,000 - \$170,000

Location: This position reports to offices located in Williamsburg, Brooklyn.

St. Nicks Alliance provides a suite of competitive benefits, including health insurance (including dental & vision), 401K, Life Insurance, and a generous PTO system.

St. Nicks Alliance is an EEO Employer

Please send resume and cover letter to:

Cindy Ross

Director of Finance

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