



OPPORTUNITY COMMUNITIES CONTROLLER

INTRODUCTION

Opportunity Communities – or OppCo --provides locally-based non-profit community developers with administrative and core business supports that offer the benefits available in a larger-scale entity without losing local independence and control. By centralizing financial management, purchasing, human resources, data and evaluation, information technology, and other management functions, and by sharing expertise in core programs central to the business of community developers (real estate, asset management, and tenant services), OppCo members are better able to meet need within their communities, achieve deeper impacts in core lines of business, and to ensure that change is equitable.

POSITION

The Controller reports to the Chief Financial Officer and leads the day-to-day operations of the finance and accounting department. He/she is responsible for oversight of all finance, accounting and reporting activities, along with monitoring and enforcing accounting policies and procedures. He/she is responsible for preparation and distribution of all OppCo and partners and entity internal financial statements to management, maintenance of the organization's general ledger, review of reconciliations, managing the year-end audit process and ensuring that all transactions and documentation complies with US GAAP. This is a growth position for the right candidate.

PROFESSIONAL RESPONSIBILITIES

- Manage daily activities for the finance and accounting department, ensuring staff have prioritized duties and are completing required assignments.
- Oversee all financial, project/program and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collate financial reporting materials for government, corporate, and foundation grants; directly perform some portion of accounting duties.
- Manage the monthly closing process for all OppCo partners and entities, including reconciliations and analysis of related accounts, while maintaining the chart of accounts.
- Ensure allocations are appropriate and correct and that billings are generated and paid monthly.

- Develop and maintain the integrity of the financial reporting process and financial controls.
- Maintain, update, and if necessary, develop standard operating policies and procedures, in conjunction with CFO.
- Research and resolve accounting issues including evaluation and implementation of new accounting pronouncements to ensure compliance with US GAAP.
- Assist CFO and senior leadership in the annual budgeting and planning process.
- Administer and review all financial plans and goals; compare to actual results with a view to identify, explain, and correct variances as appropriate.
- Coordinate audits with the external auditors.
- Manage organizational cash flow forecasting by working in partnership with colleagues and department managers; collaborate with department managers to assess the financial efficacy of program operations and establish finance and administrative systems to support program operations.
- Consistently analyze financial data and present financial reports in an accurate and timely manner; clearly produce and communicate monthly, quarterly, and annual financial statements; monitor progress and changes and keep senior leadership abreast of OppCo and Partner's financial status.
- Partner with the CFO to lead and support key finance strategic initiatives, such as developing management P&Ls, actual and expected profitability models and metrics, performance dashboards, and forecasts.

TEAM LEADERSHIP:

- Leverage strengths of the current finance team members, helping to clarify roles and responsibilities, implementing training programs to maximize both individual and team goals.
- Provide leadership in strengthening internal communications with staff at all levels throughout the organization; create and promote a positive and supportive work environment.
- Provide leadership in emphasizing customer service throughout the organization.

QUALIFICATIONS

- This is an extraordinary opportunity for a leader with five to ten years of accounting and finance experience. She/he will ideally have experience in a complex nonprofit that has multiple programs.
- Specific requirements include:
- Minimum of a BA and CPA with public accounting experience.
- Experience with GAAP and not-for-profit accounting principles, practices and regulations.
- Advanced knowledge of accounting and reporting software.
- Commitment to recruiting, mentoring, training, and retaining a diverse team; with the foresight and ability to delegate accordingly.
- Keen analytic, organization and problem-solving skills which allows for strategic data

interpretation versus simple reporting.

- Demonstrated success directing and coordinating work of others; driving process and projects to timely completion
- Ability and desire to translate complex financial concepts to individuals at all levels including finance and non-finance managers.
- Personal qualities of integrity, credibility, and unwavering commitment to OppCo's mission
- A proactive, hands-on strategic thinker who will own, in partnership with the CFO, the responsibility for finance

PREFERRED:

- Experience with real estate, consolidation, and loan accounting strongly preferred.
- Experience with Sage 50.

PHYSICAL REQUIREMENTS:

This is a generally sedentary job by nature. Requires being able to sit at a desk and use a computer and phone for significant portions of the day. Periodic travel to client worksites is required.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function in a satisfactory manner. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

JOIN US:

If you are interested in this position, please email your resume and a brief cover letter explaining why you are a great fit to personnel@tndinc.org. Please write "Controller" in the subject line of the email. Sorry, no phone calls please. We are an Equal Opportunity Employer and consider qualified applicants for employment regardless of expression, age, color, religion, disability, veteran status, sexual orientation or any other protected class.