BRIDGE Housing

BUILDING SUSTAINING LEADING

Job Description

Job title:	Corporate Accounting Supervisor	**Department:**	7941 Corporate Finance
Reports to:	Assistant Controller	**Type:**	Full time, exempt

Summary

About BRIDGE Housing

BRIDGE Housing strengthens communities by developing, owning and managing high-quality, affordable homes for working families and seniors. BRIDGE's portfolio of housing currently consists of 106 properties and 11,700 units throughout California, Washington, and Oregon.

Few housing development organizations have achieved the success and stature of BRIDGE Housing Corporation ("BRIDGE"). Founded in 1983 utilizing an anonymous donation, BRIDGE today has become a leading affordable housing development partner.

BRIDGE has shown what can be done with clear vision, the right leadership and a strong base of support. BRIDGE has long been a national model for both production and innovation, bringing smart, sophisticated, comprehensive approaches to building communities. BRIDGE has a unique track record of successful development of transit oriented, mixed-income apartments and mixed-use developments bringing together partnerships to build not only housing but new shopping centers, parks, daycare centers, police and fire facilities, libraries, community spaces and job training centers that fit comfortably into their surroundings and also act as the catalyst for revitalizing and strengthening neighborhoods.

One of BRIDGE's greatest assets is their team of professionals, who are highly skilled, energetic, motivated, and absolutely committed to the success of every development and the organization as a whole. The BRIDGE team, from the Board of Directors to each staff person, shares a passion for quality and possesses the business acumen to get the job done.

BRIDGE is working today not only to expand housing opportunities for thousands of residents in California and the Pacific Northwest but also to produce innovative, multi-dimensional developments that serve and establish communities and neighborhoods in diverse ways. The organization's core commitment to affordable housing remains steadfast, but its development expertise, creative funding strategies and bold ideas regarding education and training enable the organization to flourish.

BRIDGE Housing closed on $100 million in Taxable Bonds, Series 2020 (Sustainability Bonds). BRIDGE will use bond proceeds for predevelopment, development and acquisition of multifamily housing that fit within its Sustainability Bond Framework of affordable housing, transit-oriented development, green building and energy efficiency.

BRIDGE Finance & Accounting Team

The Finance & Accounting Team at BRIDGE has 40 staff members split across three teams: Corporate, Property Management, and Development.

Reporting to the Assistant Controller, this position is responsible for coordinating the production of the monthly financial statements of BRIDGE Corporate Affiliates, including BRIDGE Property Management Company, BRIDGE Impact Capital, and BRIDGE Community Impact. Responsibilities and skills include completing complex journal entries affecting multiple operating property entities, possessing a strong understanding of multi-entity environments, and understanding consolidation rules. This position also reviews and supervises the work of team members completing recurring journal entries and cash entries.

This role is responsible for communicating financial results to all levels in the organization and is able to work with a variety of team members in other departments including development, fundraising, asset management and corporate departments.

This position requires advanced technical accounting skills, with a desire to continually show interest in learning and applying changes in the industry to their work. Just as important is the ability to collaborate and communicate effectively both orally and in writing.

Responsibilities

SUPERVISION, LEADERSHIP, AND ANALYSIS

- Supervises the work of team members, including, but not limited to
    - Cash journal entries
    - Cash reconciliation
    - Recurring journal entries
- Develop, lead, and implement recommendations for effective and efficient business processes.
- Identify opportunities for efficiencies within the Corporate Finance team, including automating spreadsheets, and streamlining processes as the portfolio of properties grows

FINANCIAL STATEMENTS

- Work independently to analyze, investigate and explain budget variances.
- Ability to research issues independently by consulting appropriate departments or permanent file documents in order to make a recommendation on how to properly record an accounting entry for new projects (including development revenue and fees from affiliated entities)

- Independently researches the legal entity structure of new entities in order to correctly record affiliate entries, with high comprehension of consolidation elimination rules
- Records entries related to internal lending and tracks use of appropriate sources for predevelopment, construction, and portfolio loans
- Produces quality, accurate and timely monthly financial statements by preparing GAAP monthly journal entries and account reconciliations.
- Prepare monthly reporting pack for business lines
- Concisely present financial information and appropriately research and answer accounting questions to management and committee members, as requested

EXTERNAL AUDITORS

- Prepares and submits detailed audit packages for audited corporate entities
- Assists in responding to open items for annual audits

TRAINING AND INDUSTRY KNOWLEDGE

- Possesses strong understanding of consolidation rules and elimination entries
- Assists in new process formation and documentation
- Effective trainer of new staff; ability to answer questions and train Staff Accountants
- Documents training programs for onboarding positions
- Demonstrates ability to learn new accounting standards and share with the rest of the team
- Engages team members in project and demonstrates leadership

SPECIALIZED REPORTING AND AD HOC PROJECTS

- Acts as backup for manager or individual contributor
- Able to understand big picture within industry and BRIDGE
- Develops and submits ad hoc reporting as needed
- Performs various projects and analysis as required
- Prepares new reporting documents for VP of Finance, CFO, and other departments with supervision

COMMUNICATION AND PROCESS IMPROVEMENT

- Corresponds with internal departments including (development, fundraising, asset management, property management, HR, and other support departments) requiring strong communication skills
- Continuously looking for ways to streamline the monthly close process while ensuring quality and accuracy of the financial statements
- Takes initiative and leads new process changes
    - Provides suggestions for changes
    - Provides level of technical or procedural expertise
    - Engages team members in projects and demonstrates leadership
- Actively participates in meetings
- Leads trainings on various topics for Corporate Finance or other accounting teams

- Develops, leads, and implements recommendations for effective and efficient business processes.
- Identifies opportunities for efficiencies within the Corporate Finance team, including automating spreadsheets, and streamlining processes as the portfolio of properties grows

Qualifications

- 3-5 Years of experience in accounting field
- Ability to autonomously handle daily responsibilities and projects with minimal direction.
- Ability to effectively train and coach staff level accountant(s).
- Ability to assimilate a variety of information from diverse individuals, and make decisions for which a precedent may not exist.
- Ability to improve existing processes and systems.
- Excellent written, oral and presentation skills.
- Must be accurate, organized, and highly detail-oriented with the ability to multi-task and follow-through on all projects.
- Ability to work collaboratively with different levels of staff and management.
- Ability to work under pressure and successfully meet deadlines.
- Excellent decision-making, interpersonal and time management skills.
- Ability to work harmoniously in a multi-cultural team.

Preferred Qualifications

- Experience with Yardi
- Prior affordable housing finance and development experience
- Prior experience in a multi-entity environment with consolidation entries
- 3+ years of relevant nonprofit or real estate accounting work experience

BRIDGE Housing is an Equal Opportunity Employer committed to fostering an inclusive environment for our diverse workforce. We do not discriminate on the basis of race, religion, color, national origin, gender identity, sexual orientation, age, marital status, veteran status, or disability. Pursuant to applicable state and local regulations, we will consider qualified applicants with arrest records.