

Corporate Controller

Position Summary: As a member of SAHA's finance leadership team the Corporate Controller (CC) will lead with high standards, positively motivate others, and make critical decisions as they lead their team. CC will lead with integrity and reliability and have the ability to manage self and others with urgency, practicality and accountability. CC is a creative team player and collaborator able to design and implement process changes or develop new processes that address functional needs in the context of organizational and cross department goals through leadership of staff and partnership with other organizational leaders.

The Corporate Controller (CC) will lead all day-to-day accounting operations; supervise the corporate accounting group consisting of Accounts Payable staff, Staff Accountants and contracted support; coordinate the accumulation and consolidation of financial data for internal and external financial statements; and ensure that SAHA has the internal controls, systems and procedures in place to support effective operations and safeguard assets. The Corporate Controller will work closely with SAHA's senior leadership and senior management teams and staff, to provide information on finance and accounting procedures and to explore how the finance function can support operations and best utilize IT systems.

Primary Duties & Responsibilities include but are not limited to the following:

Department Operations

- **Leadership and Supervision:** Supervises Accounts Payable Staff, Staff Accountants and contracted accounting support and collaborates with the Development and Property Controller. Inspires and holds staff accountable for a high level of performance, teamwork and customer service. Supervision includes, but is not limited to providing regular ongoing feedback, coaching and mentoring, writing and conducting performance reviews and developing goals. Serves as back up during the VP of Finance's absences or vacations in relation to corporate accounting. Collaborate with leadership and senior management teams and partners to support efficient and effective company-wide operation.
- **Month & Year-End Accounting Closes:** Responsible for the timely completion of the corporate month-end and year-end accounting close process, meeting all deadlines. Reviews monthly balance sheet account reconciliations and ensures that all balances reflect current activity. Reviews staff journal entries and proposes journal entries for review and posting. Maintains and adheres to the corporate accounting monthly checklist.
- **Accounts Payable:** Work in collaboration with Accounts Payable Supervisor to ensure the quality and accuracy of staff data entry and timely payments. Oversees the annual 1099 filing process. Ensures that procedures used within the accounts payable group are well

documented and updated as needed. Ensures that monthly mortgage payments and reserve deposits are completed. Oversees and monitors the Yardi PayScan module and the timely electronic workflow of payables, vendor management through Yardi's portal, VendorCafe, and that approval thresholds identified in the internal controls' manual are being enforced.

- **Treasury Management:** Prepare cash-flow reports that project cash needs at weekly and monthly intervals, and monitors daily cash management ensuring that property bank accounts have sufficient balances to pay for fees and payables and that weekly and monthly payables cash transfers are completed timely and accurately. Sets up new bank accounts with banks and in Yardi. Administers setup of and online bank access for appropriate staff. Ensures that corporate bank accounts are reconciled on a monthly basis and reviews each reconciliation. Oversees all bank, ACH, and wire transfers and maintains related bank templates. Monitors for bank fraud on a daily basis. Ensures that checks are deposited and recorded in a timely manner. Oversees and monitors the Yardi CHECKScan module. Serves as the point person for check scanner issues at properties.
- **Payroll Accounting Entries:** Responsible for working with the Payroll group in reviewing monthly upload of payroll-related accounting entries including but not limited to the payroll activity, medical premium allocation, workers compensation allocation, vacation and payroll accruals, and 401k posting.
- **Corporate Credit Cards:** Serves as the primary administrator for the corporate credit cards. Oversees and monitors the setup of new cardholders, adhering to pre-approved credit limits. Oversees accounting staff's monthly reconciliation and expenses are accurate and posted timely.

Budgeting, Reporting and Audit Related

- **Financial Reporting:** Prepares the monthly SAHA department budget vs. actual report for distribution to vice presidents and coordinates variance explanations. Prepares the monthly and quarterly interim financial statements for senior management, finance committee, and board discussion which includes income statement and balance sheet, account reconciliations & G/L analysis. Participates in SAHA's Board finance committee meetings and presents quarterly financials to the committee. Prepares quarterly interim financial statements for distribution to lenders and investors. Prepares ad hoc reports as necessary.
- **Audit and Tax:** Prepares all audit schedules and leads the audit process for the SAHA corporate audit. Supports the preparation of annual 990 tax filings for SAHA and SAHA-PM. Coordinates the entire audit process with external auditors and responses to auditors either directly or by following up with appropriate staff inside and outside of the Finance department.
- **Budget & Forecasts:** In collaboration with the Senior Management team, prepares the SAHA corporate budget and supports the VP of Finance with the annual presentation to

the Finance Committee and to the Board of Directors for approval. Manage the updates and monthly monitoring of budget variances and forecasts.

Business Specific Functions

- **Corporate and Resident Services Grant Billing Administration:** Understands government, public and private grant requirements including eligible expenses, billing process and timeline, and allocation methodologies for both Resident Service and Corporate grants. Coordinates with CEO and the VP of Resident Services to timely billing for each grant (through government or public agency portals; e.g. ELOCCS, Blackcat, et.) and record associated receipts and oversees the preparation and filing of back up support.
- **Commercial Accounting:** Roll-up reporting for third-party-managed commercial properties. Deposits checks and records receipts, expenses and accruals monthly based on reports from the third-party management company.

Standards, Training and Other Functions

- In conjunction with the VP of Finance, develops, implements and maintains internal controls and procedures that provide fiscal control and safeguarding of assets of SAHA and the properties that it manages. Documents internal control and develops procedures in accounting policies and procedures manual.
- Encourages staff development and training programs, in accordance with organizational policies and systems. Facilitates team meetings and actively contributes to department-wide leadership, training and planning.
- Support Finance Department initiatives, including software and systems implementation and other departmental or company-wide improvements, through research, planning and implementation, as needed and other duties as assigned.

Qualifications: Skills, Knowledge and Abilities

To perform this job successfully, an individual must be able to perform each duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Bachelor's degree in accounting or equivalent experience.
- Minimum of five to seven years of accounting experience or equivalent experience.
- Minimum of two years supervisory experience and minimum four years finance management experience.
- Experience in real estate development/construction accounting, low income housing development accounting, and/or property management accounting preferred.
- Must be an advanced level Excel user proficient with vlookups, pivot tables, and advanced data analysis.

- Knowledge of State and Federal Wage and Hours laws preferred.
- Must be proficient in MS Office applications such as Outlook and Word.

Abilities and Attributes:

- Sharp, analytical thinking abilities, always seeking to draw connections and identify the "why" in a proactive approach.
- Excellent written and oral communication & presentation skills, with ability to effectively communicate and present information.
- Ability to work in a dynamic and changing environment.
- Proficiency with Yardi accounting and property management software with advanced knowledge of accounting and reporting software.
- Self-driven motivator who takes initiative on projects with a strong ability to understand and solve creative challenges and follow-through.
- Ability to effectively supervise staff, team build, train and coach others.
- Ability to work collaboratively with different levels of staff and management and within a multi-cultural team.
- Ability to work under pressure and successfully meet deadlines.
- Excellent decision-making, interpersonal and time management skills.
- High attention to detail and strong organizational skills with the ability to perform multiple functions simultaneously in a timely manner.

Supervisory Responsibilities:

- Accounts payable staff
- Staff accountants
- Contracted accounting support

Certificates, Licenses and Registrations:

- CPA license desirable but not required.

Mathematical Skills:

- Must have ability to add, subtract, multiply, and divide using whole numbers, fractions and decimals.
- Must have ability to analyze and review financial data with a high level of accuracy.

Physical Demands:

- Position requires simple grasping and fine manipulation, sitting at a desk and using a computer for extended periods of time, moderate use of telephone, standing, walking, bending and reaching.
- Requires occasional lifting or moving of objects up to 15 pounds.

Work Environment:

This job is mainly conducted in an open office environment where noise and temperature variations are minimal. Must be able to work in a stressful work environment and work under time demands. Business casual attire required.

This job description is not inclusive of all responsibilities, skills, requirements, efforts or working conditions associated with this position. While this job description is intended to be an accurate reflection of the current position, management reserves the right to modify the position or to require that other or different tasks be performed when circumstances change. This job description replaces all previous descriptions for this position.

Compensation: The pay range for this position is \$120,000 to \$155,000 annually - Starting salaries/offers depend on the candidate's experience, education, ability, and relative comparisons to current staff.

How to Apply: Interested and qualified individuals can submit an application online by visiting our [online job posting](#).

At SAHA, we are committed to working towards Equity, Diversity, and Inclusion every day. We believe that every person deserves a home and that our staff should reflect the diversity of the communities we serve. As an equal opportunity employer, we seek to foster an environment that values and respects the differences of our staff because we know that as an organization we are stronger and benefit from the experiences and perspectives that only a diverse and inclusive community brings.

Satellite Affordable Housing Associates is an Equal Opportunity Employer.