BRIDGE Housing

BUILDING SUSTAINING LEADING

Job Description

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

Summary

About BRIDGE Housing

Founded in 1983, BRIDGE Housing Corporation ("BRIDGE") is a leading affordable housing owner and developer. At BRIDGE, we understand that safe, high-quality and affordable homes strengthen local communities and provide critical support and stability to the working families and seniors that live in them. BRIDGE's portfolio currently consists of 141 multifamily and mixed-use properties with a total more than 15,000 units located throughout California, Washington & Oregon. Few housing development organizations have achieved the same level of success and stature as BRIDGE.

BRIDGE has long been a national model for both production and innovation. For 40 years, BRIDGE professionals have pioneered sophisticated and comprehensive strategies for building local communities. BRIDGE has a unique track record of successfully developing transit oriented and mixed-use developments, as well as mixed-income apartments. This track record is what has allowed BRIDGE to establish countless partnerships that have created 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.

At BRIDGE, our greatest asset doesn't appear on our Balance Sheet. Our greatest asset is our team of highly skilled, energetic, and motivated professionals. Every day, BRIDGE professionals demonstrate an absolute commitment to the success of each and every one of our developments and the BRIDGE organization as a whole. The BRIDGE team, from the Board of Directors to our entry level staff, share a passion for quality and possess 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. BRIDGE's core commitment to affordable housing remains steadfast, but our development expertise, creative funding strategies and bold ideas regarding education and training have further enabled our organization to flourish.

BRIDGE's exponential and continued growth as an organization and as a developer of affordable homes shows what can be accomplished when the right leadership is backed by a strong level of community support and provided with the talent and resources to execute on a clear vision for the future.

In 2020, BRIDGE Housing closed a $100 million offering of Taxable Sustainability Bonds. In 2025, BRIDGE Housing closed another $175 million offering of Taxable Sustainability Bonds. We have put the proceeds from these offerings to work in predevelopment, development and acquisition opportunities of multifamily housing that fit within the Sustainability Bond Framework of affordable housing, transit-oriented development, green building and energy efficiency.

In 2023, BRIDGE Housing's credit rating with S&P received a significant boost from A+ to AA- with a stable outlook. The upgrade is a result of BRIDGE's leadership, strong financial performance, and an improved debt profile.

BRIDGE Finance & Accounting Team

The Finance & Accounting Team at BRIDGE has 25 staff members split across three teams: Corporate, Property Management, and Development.

As the Assistant Controller, you will support the Senior Director of Finance and Treasury through oversight of the complex accounting and reporting duties for BRIDGE's corporate entities. You will lead the team overseeing the accounting, tax, and financial reporting functions for our entire organization. This includes the preparation of monthly reporting to the Senior Leadership Team in a multiple-legal-entity environment, management of day-to-day accounting functions, management of reserves draw process for properties, preparation and analysis of ad-hoc reporting, reviews of your team's work product, and the development of financial and accounting systems and processes. This is a role that requires a high level of organizational and technical competency in order to implement new processes and develop new financial reports. This role will also regularly collaborate with the FP&A team on budgeting, treasury and cash flow management, and financing activities.

The ideal candidate possesses responsibilities and skills that include the ability to review complex journal entries affecting multiple operating property entities, a strong understanding of multi-entity environments, and extensive knowledge of consolidation rules. These skills are necessary to ensure the completion of accurate, consistent financial statements while adhering to tight close and reporting deadlines.

Management responsibilities include the oversight of the Corporate Accounting Manager, Corporate Senior Accountant, two Corporate Staff Accountants, Senior Accountant and Staff Accountant. To be successful in this role, a candidate for Corporate Assistant Controller will need strong delegation skills and have a desire to build and maintain a strong team culture.

Successful candidates will be required to possess and regularly demonstrate advanced technical accounting skills, as well as 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. Knowledge of the affordable housing industry, GAAP accounting, and reporting requirements are desired for this role.

Responsibilities

SUPERVISION, LEADERSHIP, AND ANALYSIS

- Reports to the Senior Director of Finance and Treasury
- Oversee the work of the corporate accounting team through strong delegation, leadership, and review
- Build a team culture based on collaboration, accountability, and performance
- Trains and supervises staff with varying levels of experience, including assigning and reviewing work, coordinating staff activities, allocating personnel, and appraising performance
- Develop, lead, and implement recommendations for effective and efficient business processes
- Lead and participate in cross-team action groups within the Finance & Accounting team and across the larger organization

FINANCIAL STATEMENT ANALYSIS AND OVERSIGHT

- Work independently to analyze, investigate and explain budget variances
- Independently researches the legal entity structure of new entities in order to correctly review affiliate entries, with high comprehension of consolidation elimination rules
- Interpret and ensure compliance with legal documents such as loan agreements, developer services agreements, guarantees, grants and donation agreements
- Oversees management and reporting of internal lending, including monitoring use of appropriate sources for predevelopment, construction, and portfolio loans
- Prepare monthly analysis reporting related to financial reporting pack, intercompany transactions, reserves, and additional ad hoc reporting as needed
- Concisely present financial information and appropriately research and answer accounting questions to management and committee members, as requested
- Review and approve regular and recurring reconciliations
- Support ongoing enhancements to financial reporting in support of the organization's long-term objectives and effective decision-making
- Coordinate with multiple internal accounting teams to design efficient and effective processes for use of internal development working capital
- Prepares and submits detailed audit packages for audited corporate entities
- Assists in responding to open items for annual audits

COMMUNICATION

- Corresponds with internal departments including (development, fundraising, asset management, property management, HR, and other support departments) requiring strong communication skills
- Effectively leads team and cross-departmental meetings
- Leads training on various topics for Corporate Finance or other accounting teams
- Develops, leads, and implements recommendations for effective and efficient business processes.

PROPERTY RESERVES

- Oversees property reserve draw process

- Suggest process improvements as needed
- Collaborates closely with Brighthaven Property Management Accounting and Asset Management

TRAINING AND INDUSTRY KNOWLEDGE

- Possesses strong understanding of consolidation rules and elimination entries
- Demonstrates ability to learn new accounting standards and share with the rest of the team

SPECIALIZED REPORTING AND AD HOC PROJECTS

- Ability to see the big picture and create financial analysis workbooks based on given criteria and provide feedback on the actionable interpretation of the data
- Develops and submits ad hoc reporting as needed
- Performs various projects and analysis as required
- Prepares new reporting documents for Sr. Director of Finance and Treasury, CFO, and other departments

Qualifications

- 5-10+ Years of experience in accounting field.
- 2+ years of management experience successfully running and collaborating with a team.
- 3-5+ years of experience reviewing and supervising others' work/training staff and peers.
- Bachelor's degree in Accounting or equivalent.
- Ability to autonomously handle daily responsibilities and projects with minimal direction.
- Ability to effectively train and coach staff and management 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.
- Excellent computer skills, including MS Office suite and accounting software.
- 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

- CPA and/or MBA
- 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.