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Montgomery Housing Partnership (MHP) is seeking a **FINANCE DIRECTOR** to manage the financial operations of the organization.

Who we are: Montgomery Housing Partnership, Inc. (MHP) is an active and growing nonprofit organization, founded in 1989, that develops, acquires, rehabilitates, and builds quality apartment homes to meet Montgomery County's growing need for affordable housing. MHP's community-based projects and programs includes providing affordable rents, developing educational programs for residents to develop skills that expand their opportunities and balance their lives, and implementing neighborhood revitalization efforts in troubled communities impacted by foreclosures and economic downturn.

Summary Job Description: The Finance Director is responsible for the financial operations of MHP. Reporting to the Chief Financial Officer, the Finance Director directs MHP's accounting functions, including real estate development finance and internal accounting policies and procedures. This position supervises direct reports. Primary responsibilities include:

ACCOUNTING

- Develop accounting policies and procedures for the organization according to GAAP, effectively protecting the organizations resources. These policies include, purchasing, disbursements, cash management, budgeting and cost allocation, and reporting.
- Hire, train and supervise accounting staff.
- Review accounting reports and financial statements issued by the department for internal and external use.
- Prepare accounting reports and financial statements that exceed the ability of the junior staff.
- Implement the organization's investment policy.
- Prepare quarterly combined financial statements including all entities.
- Manage the organization's budget.
- Participate in the development and documentation of policies and procedures for the partnership and its subsidiaries.
- Maintain appropriate insurance coverage.
- Manage the financial aspects of all partnership initiatives.

PROGRAM MANAGEMENT

- Review and assist in developing program budgets for development of the organization's overall budget and overhead rate.
- Review grants and contracts for financial reporting requirements and establish procedures to facilitate same.
- Meet quarterly with program staff to review financial performance.

MULTIFAMILY REAL ESTATE DEVELOPMENT

- Complete cost certifications and final endorsements for bond and tax credit properties.
- Review and interpret organizational documents and developer fee agreements.
- Review construction draws.
- Prepare project cash flow schedules, calculating cash flow loan payments, deferred developer fee payments, asset management and incentive management fees.
- Review operations budgets and audits and collection of appropriate MHP fees.
- Fulfill the organizations reporting requirements to equity investors, lenders.

ASSET MANAGEMENT

- Review property financial statements in conjunction with reporting to equity investors.
- Monitor Cash Flow loan transactions.

Qualifications: Bachelor's degree in finance or accounting; with a minimum of seven (7) years of related experience in real estate finance. CPA and/or non-profit financial accounting experience is preferred. Candidates should have strong computer skills, including experience with **Abila MIP accounting software**, and knowledge of affordable housing finance, including tax credits and tax-exempt bonds.

Compensation: Salary will be based on applicable experience.

Application Process: To apply, please submit your cover letter and resume, with salary requirements, to: sjohnson@raffa.com. Please include the job title "Finance Director" in the subject line of your email.