

Montgomery Housing Partnership (MHP) is seeking a full-time **CONTROLLER** to serve in the Finance Department. Reporting to the Finance Director, the Controller will be responsible for overseeing all finance, accounting, and reporting activities.

**Who we are:** MHP is an active and growing nonprofit organization, founded in 1989, that develops, acquires, rehabilitates, and builds quality homes to meet the growing need for affordable housing in Montgomery County and neighboring communities. MHP's community-based projects and programs include 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 communities impacted by economic challenges and mass transit construction.

### **Primary Responsibilities:**

- Manage all aspects of full-cycle accounting, including billing, financial statements, general ledger, cost accounting, accounts payable, accounts receivable, budgeting, tax compliance, and cost accounting.
- Manage all aspects of specialized accounting for LIHTC and conventional real estate deals including predevelopment draws, recording of purchase, development draws, cost certifications, annual audits, and surplus cash calculations.
- Provide fixed asset capitalization, development activity and replacement reserve journal entries to third-party property management accountants.
- Oversee third-party property manager accountants on monthly financial preparation and reconciliation issues.
- Prepare monthly variance analysis reports and work closely with asset management on variance details.
- Manage the corporate month-end process including reconciliation of balance sheet accounts.
- Provide routine financial reports and variance analysis for investors.
- Manage and work closely with outside auditors on annual audits for all properties.
- Calculate variances from the budget and report significant issues to management.
- Supervise accounting staff in performing accounts payable and cash management tasks.
- Assist Director of Finance with oversight of internal/external controls in accordance with US GAAP.
- Perform other duties as assigned.

### **Qualifications:**

- Bachelor's degree in Accounting, Finance, or related field; MBA preferred.
- Certified Public Accountant (CPA) or Certified Management Accountant (CMA) license preferred
- 7-10 years of progressive experience in Accounting or Finance; preferably with specialized experience in real estate, multi-family development, property management, affordable housing and/or LIHTC.
- Excellent organizational, problem-solving, and time management skills.
- Exceptional supervisory, supportive management (i.e. mentoring), and collaboration skills.
- Ability to manage multiple projects with competing deadlines.
- Proficiency with accounting software and experience with a software system implementation.
- Proficiency with all MS Office software including advanced Excel capabilities (i.e. formulas and functions).
- Exceptional knowledge of finance, accounting, budgeting, cost accounting and cost control principles, and Generally Accepted Accounting Principles (GAAP).
- Solid experience coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, and accounting for investments.
- Strong interpersonal skills to effectively work with people at all levels/positions across all departments.
- Strong attention to detail and analytical ability to develop and implement improvements, as needed.
- Excellent verbal and written communications skills with the ability to convey complex financial concepts and data to finance and non-finance individuals.

**Compensation:** Salary will be based on applicable experience.

**Application Process:** To apply, submit your resume and a one-page cover letter with your salary requirement, to [hrjobs@marcumllp.com](mailto:hrjobs@marcumllp.com). Please include the job title “**Controller**” in the subject line of your email. The cover letter should address why you’re excited to work at Montgomery Housing Partnership and why you are qualified for this position.