

## **Job Title: Controller**

The Controller is responsible for overseeing financial operations, compliance, and reporting for properties and developments that fall under the LIHTC and other affordable housing programs. This role ensures that the organization adheres to both tax credit regulations and financial accounting standards.

### **Key Responsibilities:**

#### **1. Financial Management:**

- Oversee all accounting and financial reporting functions related to the corporate entity and multiple LIHTC properties.
- Prepare and analyze consolidated and interim financial statements, including balance sheets, income statements, and cash flow statements.
- Ensure financial compliance with federal grants and LIHTC regulations.
- Prepare reports required by lenders, auditors, and other regulatory bodies.
- Work closely with external auditors to ensure accurate financial reporting and compliance with tax laws.

#### **2. Budgeting and Forecasting:**

- Develop and monitor corporate and grant budgets.
- Provide financial projections and cash flow forecasts for the corporate entity.

#### **3. Development:**

- Ensure accurate tracking and reporting of projects under construction including job cost, relocation and developer fees.
- Oversee the cost certification process.

#### **4. Internal Controls:**

- Maintain effective internal control systems to safeguard assets and ensure accuracy in financial reporting.
- Update and establish new policies and procedures when necessary for financial management.

#### **5. Property Management Support:**

- Collaborate with property management teams to ensure accurate financial reporting.
- Provide financial insights to guide decisions regarding property maintenance, improvements, and acquisitions.

#### **6. Leadership and Team Management:**

- Lead, train, and supervise accounting staff.
- Collaborate with the finance team to develop strategies for improving financial efficiency.

#### **7. Audit and Regulatory Liaison:**

- Serve as the main point of contact during audits, providing necessary documentation and explanations for financial and compliance issues.
- Maintain an up-to-date knowledge of changing LIHTC regulations and tax laws.

#### 8. Software and Systems Management:

- Ensure the proper use of payroll and financial software for accounting, compliance reporting, and budgeting (e.g., MRI, Yardi etc.).
- Oversee the implementation and integration of financial systems for new projects.

#### Qualifications:

- **Education:** Bachelor's degree in Accounting, Finance, or a related field. CPA or CMA certification is preferred.
- **Experience:** Minimum of 5–7 years of experience in real estate accounting, with a strong preference for candidates who have worked with LIHTC or affordable housing.
- **Skills:**
  - In-depth understanding of LIHTC regulations and HUD compliance.
  - 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.
  - Exceptional knowledge of finance, accounting, budgeting, job cost principles, and 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.
  - Excellent verbal and written communications skills with the ability to convey complex financial concepts and data to finance and non-finance individuals