



Position Description

Position Title:	Controller	Department:	Finance
Reports to:	Chief Financial Officer	Employment Status:	Full-Time
FLSA Status:	Exempt	Date Created:	October 2019

Summary

The primary purpose of this position is to manage the work flow of the Finance Department staff and develop, implement, and evaluate accounting processes and financial reporting for Columbia Housing in accordance with HUD regulations and Generally Accepted Accounting Principles and auditing standards. The incumbent will work under the general direction of the Chief Financial Officer.

All activities must support Columbia Housing's ("CH") mission, strategic goals, and objectives.

Essential Duties and Responsibilities

The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.

- Manages the work flow of Finance Department staff including: planning, assigning, and reviewing work, evaluating work performance and completing performance evaluations, coordinating activities, maintaining standards, selecting new employees, training and developing employees, taking appropriate action on employee relations issues, and recommending and implementing discipline.
- Participates in the development and implementation of goals, policies, procedures, and priorities relating to accounting and financial reporting; reviews and recommends improvements to accounting, budgeting, reporting procedures, and staff duties.
- Participates in all aspects of financial reporting such as the preparation of CH's annual financial report to HUD (Financial Data Submission), annual GAAP financial statements and other special-purpose reporting, both internally and externally.
- Reviews and analyzes budget to actual financial statements and financial requests from staff, revises and/or approves reports prepared by staff, creates and develops departmental reports to assist operational departments.
- Oversees monthly operating subsidy drawdowns, monthly check runs, funds transfers, etc and maintains general ledgers required for each program in compliance with federal, state and local requirements.
- Ensures that the cash position, cash needs, and anticipated receipts from all sources are known at all times, and that sound fiscal judgment is exercised in utilizing these funds.
- Serves as a liaison between CH and banking institutions and auditors.
- Coordinates funding needs with development lenders and investors, manages banking relationships and oversight of debt and investment portfolio.
- Verifies/posts journal entries and bank transfers from properties for funding escrows, replacement reserves, management fees, and mortgage payments.
- Oversees year-end closing processes and roll-forward and submits all required financial reports in a timely manner.
- Oversees and reviews all audit processes and investigations including follow-up with the appropriate personnel to ensure that appropriate corrective action is taken.
- Develops and maintains effective internal control processes in accordance with CH policies, grantor requirements, and industry best practices.



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- Oversees processing of base-line transactions such as payroll, accounts receivable, accounts payable, banking and grants management.
- Oversees financial payments on contracts, in compliance with funding sources, financial limits and terms of contract. Communicates with departments to ensure compliance with CH standards.
- Oversees the coordination and production of all internal and external financial reporting, including the monthly, quarterly, and year-end reports and closings.
- Researches accounting issues and recommends accounting treatment for complex transactions as needed.
- Assists and trains staff with monthly account analysis and reconciliations in maintaining an accurate General Ledger.
- Collaborates with multiple departments to identify funding needs and matches those needs with sources of revenue. Allocates expenses in accordance with funding requirements and sound business practices.
- Oversees the production of the annual operating budget, revisions thereto and related reporting of budget to actual financial statements.
- Identifies and meets with potential funding sources as requested to promote CH programs.
- Oversees payroll processing in coordination with the Human Resource Department.
- Acts as backup to HR for new-hire and termination paperwork as well as retirement loan disbursement requests.
- Performs related duties as required.

Behavioral Competencies

This position requires the incumbent to exhibit the following behavioral skills:

Leadership: Provides direction by clearly and effectively setting course of action for department and subordinates; manages performance by providing regular feedback and reinforcement to subordinates.

Job Knowledge: Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of CH. Uses appropriate judgment & decision making in accordance with level of responsibility.

Commitment: Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; persists despite obstacles and opposition.

Customer Service: Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands, monitors and measures the needs of both internal and external customers; talks and acts with customers in mind. Recognizes work colleagues as customers.

Effective Communication: Ensures important information is passed to those who need to know; conveys necessary information clearly and effectively orally or in writing. Demonstrates attention to, and conveys understanding of, the comments and questions of others; listens effectively.



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Initiative: Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; does fair share of work.

Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

Job Competencies

- Knowledge of HUD, federal, state, and local laws and regulations, as well as CH policies and procedures related to the position.
- Knowledge of networking including routers, remote communications, and servers.
- Superior knowledge of accounting processes including transactional, review, reporting and budgeting.
- Knowledge of compliance requirements associated with federal, state and local grants as these may affect accounting and reporting processes.
- Strong knowledge of accounting for governmental entities, limited partnerships and not-for-profit entities.
- Demonstrated skill to generate complex journal entries for transactions such as real estate sales, purchases or transfers, debt and equity transactions and mixed-finance development deals.
- Demonstrated skill to understand, interpret and apply supervisory, managerial and administrative policies, procedures and protocols.
- Demonstrated skill to prioritize, organize and streamline accounting processes in order to maximize efficiency of time and people.
- Demonstrated skill to develop, review, evaluate modify and implement effective internal control systems from a risk-based perspective.
- Ability to prepare all required financial statements, supplemental schedules and note disclosures in accordance with applicable reporting standards and grantor requirements.
- Ability to effectively communicate both orally and in writing with subordinates, peers, management, administration, Boards of Commissioners and all external associated parties.
- Ability to train, engage, encourage, motivate, inspire, evaluate and sometimes discipline staff in a manner which produces positives outcomes.
- Ability to establish and maintain effective working relationships with co-workers, vendors, consultants, contractors, residents, HUD, community partners, and local, state, and federal officials; Ability to communicate with people from a broad range of socio-economic backgrounds.

Education and/or Experience

Bachelor's Degree in Accounting or related field and a minimum of six (6) years of experience in public sector accounting, budgeting, and financial management, including a minimum of three (3) years of managerial or supervisory experience in finance and budgeting. An equivalent combination of education, training, and experience may be considered.



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Must be a Certified Public Accountant with a current license.

Some positions may require possession of a valid driver's license and the ability to be insurable under CH's automobile insurance plan at the standard rate.

Technical Skills

To perform this job successfully, an individual should have strong computer skills (Microsoft Office (advanced proficiency in Excel), Outlook, accounting and financial software, and Internet).

Must have the ability to learn other computer software programs as required by assigned tasks.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To perform this job successfully, the employee is frequently required to remain in a stationary position. Daily movements include sitting; standing; reaching and grasping; operating computers and other office equipment; moving about the office; and attending onsite and offsite meetings. The employee must be able to exchange information in person, in writing, and via telephone. The employee must occasionally transport up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office environment. The noise level in the work environment is moderate.

Read and Acknowledged

Employee Signature

Date

Employee Name [printed]