



People's Emergency Center

Nurturing Families, Strengthening Neighborhoods, Driving Change

Controller

Department: Finance

Classification: Exempt

Reports to: VP of Finance

JOB DESCRIPTION

Summary

Reporting to the VP of Finance, the Controller will be responsible for oversight of all finance, accounting, and reporting activities. As the number-two to the Vice President, the Controller will be involved in supporting presentations to the board finance and audit committee and will work closely with the senior leadership team.

The Controller will lead all day-to-day finance operations of a budget of \$10 million and supervise a team of 3 staff members including functional responsibility over accounting, accounts payable, accounts receivable, payroll, and grants administration. The Controller will ensure that PEC has the systems and procedures in place to support effective program implementation and conduct flawless audits. The Controller will work closely with program leaders and their staffs, not only to educate them regarding finance and accounting procedures but also to explore how the finance function can support program operations.

Essential Duties and Responsibilities

- Oversee all financial, project/program and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collate financial reporting materials for government, corporate, and foundation grants.
- Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements.
- Maintain Internal Quality Control measures for all funding sources to ensure that a high standard of compliance is maintained.
- Prepare/review budgets and other financial reports
- Consistently analyze financial data and present financial reports in an accurate and timely manner; clearly, communicate monthly, quarterly, and annual financial statements; monitor progress and changes and keep senior leadership abreast of the organization's Nonprofit's financial status



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- Collaborate with program vice presidents to assess the financial efficacy of program operations and establish finance and administrative systems to support program operations.

Real Estate

- Perform monthly closing process for PEC real estate entities according to Generally Accepted Accounting Principles.
- Determine transaction coding and record all real estate transactions including purchases, predevelopment costs, and construction draws.
- Prepare financial statements, actual vs. budget for the above-mentioned entities.
- Monitor and reconcile construction-in-progress accounts
- Address various financial concerns of funders.
- Maintain accurate contract files with up-to-date contracts and financial support documents.
- Assist in the development and monitoring of annual property budgets.
- Maintain fixed asset and depreciation schedules
- Ensure compliance with partnership and real estate loan documents, terms, and conditions.

Cash Management

- Complete Bank reconciliation and depreciation for all entities.
- Reconcile property rent rosters to deposit records and reconcile security deposit accounts
- Monitor compliance with equity milestones to ensure timely receipt of developer fee installments

Audit

- Prepare audit work papers and corresponding financial statements for cost certification, annual property audit, and tax returns.

Competencies

- Organizing and Planning
- Results Orientation
- Strategic Alignment



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- Strong written and oral communication skills with ability to prepare clear, concise documentation and reports.
- Professional Integrity
- Problem Solving/Decision Making
- Learning Agility

Required Education and Experience

- Bachelor's Degree in accounting or business administration with a concentration in accounting
- Familiarity with Federal Single Audit Guidelines

Preferred Education and Experience

- Minimum of a BA; CPA and/or MBA preferred
- Knowledge of Yardi accounting and construction module experience a plus
- Blackbaud Financial Edge experience a plus
- Real estate development and/or affordable housing accounting and budget experience with a strong understanding of accounting policies and procedures
- Knowledge of real estate development accounting specifically affordable housing and low-income housing tax credits, including credit allocations and cost certifications.

Work Environment

This job operates in an office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

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. While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is occasionally required to walk, use hands and fingers to feel, handle, or operate objects or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 30 pounds.



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Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

PEC is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, and veteran or disability status.

Please send resumes to resumehr@pec-cares.org.