



Job Posting: Controller

The **Jamaica Plain Neighborhood Development Corporation (JPNDC)** is a 44-year-old community development corporation with the mission of transforming lives and amplifying the voices of Boston residents who have been excluded from prosperity by an inequitable economic system. We develop affordable housing that allows people to thrive, provide services that help people build on their strengths for economic mobility and stabilization, and organize people to pursue the changes they desire.

We are looking for a Controller who would be responsible for all aspects of accounting for the agency. This includes all real estate development projects including tracking sources and uses, preparing requisitions, communicating with funders, financial analysis, budgeting and financial reporting. Other responsibilities include financial planning, cash management, and supervision of the Finance team.

Key Responsibilities

A. Financial Management

1. Assist Chief Financial Officer with all aspects of the financial management of JPNDC and its affiliates to meet legal requirements and keep the financial state in good standing.
2. Assist with development and implementation of financial policies and procedures regarding general ledger, financial reporting, state and federal regulation compliance, and corporate tax and informational filings.
3. Ensure that financial procedures are designed and carried out in conformance with generally accepted accounting principles and those internal control systems are maintained.
4. Manage a relationship with our audit firm, including scheduling, planning, and preparation of audit work papers. Ensure that annual audits are completed in a timely and cost-effective manner.
5. Work with our audit firm and board Treasurer to ensure informative presentation of audit results to the Finance Committee and JPNDC board.
6. Manage the agency's cash flow, including prompt billing and monitoring of receivables, and active oversight of investments.
7. Reconcile general ledgers monthly and produce quarterly financial statements for JPNDC and affiliates.
8. Manage, accounts receivable, accounts payable and payroll functions performed by accounting staff.
9. Work with the Chief Financial Officer and department directors to prepare annual operating and capital budgets. Prepare quarterly budget reports for the Board of Directors.
10. Work with the Chief Financial Officer and Finance Committee to prepare multi-year budgets and analyze trends affecting JPNDC's financial performance.
11. Coordination with Economic Prosperity Director, Fundraising and Real Estate Director, related to current programmatic financial oversight.

B. Contract and Real Estate Project Administration

1. Design and implement systems to track financial progress of development projects and prepare funding requisitions. Maintain regular communications with project staff, lenders and investors regarding project costs and financing and reporting requirements.

2. Work with program and project managers to develop budgets for programs, contracts and real estate development projects.
3. Oversee set up of new accounting entities as required for new development projects.
4. Oversee monthly cash management through careful tracking of individual real estate projects as well as intercompany activity.
5. Manage audit and compliance requirements for all affiliated real estate organizations, working in coordination with the Director of Asset Management.
6. Oversee preparation of cost certifications required by HUD, Low Income Housing and New Market tax credits.
7. Oversee financial operations of Family Child Care Program, including timely submission of billings, monthly financial reports and budget projections.
8. Oversee financial operations of other JPNDC Economic Prosperity initiatives, such as the micro-loan fund.
9. Oversee preparation of invoices and fiscal reports for contracts with city, state and federal funding agencies. Work with program managers to monitor contract costs and billing issues.
10. Perform other related duties as required.

General Qualifications

- Demonstrated ability in accounting, financial reporting, analysis, and budgeting.
- Supervisory experience working with accounting staff.
- Ability to plan work and meet deadlines.
- Ability to work well in a cohesive and collaborative environment
- Excellent written and oral communication skills.
- Bilingual oral and writing skills (Spanish/English) a plus.

Specialized Education and Experience

- Bachelor's degree in Accounting or Financial Management
- CPA or MBA preferred, will consider candidates with equivalent experience
- Five to six years of management experience in a community development environment
- Experience with real estate development accounting is strongly encouraged including knowledge of the affordable housing industry including LIHTC, New Market tax credits and HUD standards.
- Computer proficiency required. Working knowledge of MS Word, MS Excel, MS Access, MS PowerPoint, and Peachtree or similar accounting software.

JPNDC is an Affirmative Action/Equal Opportunity Employer