



Real Estate Project Manager / Assistant Controller

The Jamaica Plain Neighborhood Development Corporation (JPNDC) is anchored in 45 years of community organizing and equitable economic development. Founded in 1977 to reverse disinvestment in one neighborhood, JPNDC is today a citywide leader in helping Boston families overcome barriers to economic mobility and intergenerational asset-building. Our mission is to transform the lives and amplify the voices of Boston residents who have been excluded from prosperity by an inequitable economic system.

We are seeking an experienced professional to join our collaborative Finance team. This person will work closely with the Chief Executive Officer, Assistant Accounting Manager, and the Real Estate Development Team including but not limited to:

- Maintain systems to track financial progress of real estate development projects and review funding requisitions. Maintain regular communications with project staff, lenders and consultants regarding project costs and financing requirements.
- Reconcile general ledger accounts on a monthly basis to maintain accuracy of accounts for JPNDC and affiliates.
- Prepare financial reports (for internal and external users) including quarterly budget to actual reports for Board of Directors.
- Assist with monthly cash management including reporting on entity level and individual real estate projects as well as inter-company activity.
- Assist in year-end closing and start-up activities including audit preparation to ensure that annual audits are completed in a timely manner.
- Work with CFO/Controller to prepare annual operating and capital budgets and other financial analysis related to real estate business line.
- Work with program and project directors/managers to develop budgets for programs and real estate development projects.
- Manage audit and compliance requirements for all affiliated real estate organizations, working in coordination with the Real Estate Director.
- Assist in preparation of cost certifications required by HUD and ones required for low-income housing and new market tax credits.
- Assist in setting up new accounting entities as required for new development projects.
- Perform other related accounting duties and supervision as required.

Key attributes of the successful candidate:

- Demonstrated ability in accounting, financial reporting, analysis, and budgeting.
- Experience working with and supervising other accounting staff.
- Ability to plan work and meet deadlines.
- Excellent written and oral communication skills.
- Bilingual oral and writing skills (Spanish/English) a plus.

Key Qualifications:

- Two to four years of responsible accounting experience.
- Experience with real estate development accounting. Knowledge of the affordable housing industry including HUD, low-income housing tax credits and new market credits is desirable.
- BA in Accounting
- Computer proficiency required. Working knowledge of MS Word, MS Excel, MS Access, MS PowerPoint, and Sage Intacct or similar accounting software.

Employment Terms/Compensation: This is a full-time, salaried position with full benefit package. Salary negotiable depending on experience

Email cover letter and resume to: vhampton@jpndc.org Applications without cover letter will not be considered.

JPNDC is an Affirmative Action/Equal Opportunity Employer