

NEIGHBORHOOD RESTORE HOUSING DEVELOPMENT FUND CORPORATION
JOB POSTING

CONTROLLER: FINANCE MANAGER

Organizational Overview

Neighborhood Restore Housing Development Fund Corporation (“Neighborhood Restore”) and its affiliate nonprofit entities (Restored Homes HDFC, Restoring Communities HDFC, Preserving City Neighborhoods HDFC, Neighborhood Renewal HDFC, Project Rebuild, Inc.) collaborate with the New York City Department of Housing Preservation and Development (“HPD”) on programs that seek to foster neighborhood stabilization by efficiently transitioning properties from physical and financial abandonment to responsible third party ownership. Neighborhood Restore also utilizes citywide partnerships to create affordable homeownership opportunities for households of low- and moderate- income.

Purpose

The Organization is seeking a smart, experienced, and energetic Controller: Finance Manager (“CFM”), who will work alongside the Controller: Accounting Manager (“CAM”) and senior management team in planning for the evolving needs, long-term growth and sustainability of the Organization. The CFM and CAM are critical members of the senior management team and are responsible for all financial activities, including financial management and reporting, budgeting, cash management, general accounting, billing, financial strategic planning and grants management.

The position will initially report to the CAM. Once CFM has gained sufficient knowledge of the Organization’s accounting activities, will report directly to the Executive Director.

Responsibilities

- Supervise the financial management systems, budgeting and reporting processes;
- Maintain and monitor fiscal policies, procedures, and control systems and ensure compliance with accounting, legal and regulatory standards;
- Maintain general ledger system in Quickbooks;
- Maintain chart of accounts to classify, record, budget, and report financial transactions;
- Manage the accounts receivable and cash management systems;
- Work closely with outside CPA firm in preparing annual financial statements and tax filings;
- Prepare timely and accurate budgets, financial reports and financial trends;
- Prepare and present financial reports at Board of Directors meetings;
- Prepare bank reconciliation statements;
- Oversee and manage grants and contracts management systems, including cost allocation plans for diverse sources of funding; integrating Organization’s annual budget and monitoring the budget modification, financial reporting revenue vouchering and collection processes; and
- Supervise activities of accountant, junior accountant and bookkeeper.

Qualifications

- Master’s Degree in Business, Management or Finance required;
- Minimum of 5 years of professional experience managing finance for an organization with \$10- \$20 million in assets. Non-profit work experience and/or experience with governmentally funded organizations are preferred. Prior experience in housing development, real estate, or property management a plus;
- Demonstrated experience in financial management and accounting;
- Strong leadership and managerial skills;

- Strong communications and presentation skills, with ability to convey information to the Board and program partners clearly and concisely;
- Experience with QuickBooks, Excel, Word, and PowerPoint is required;
- Experience should include legal, audit, compliance, budget, and resource development;
- Flexible self-starter; able to multi-task while also being highly detail-oriented;
- Ability to perform tasks with limited supervision; and
- Personal qualities of integrity, credibility, and a commitment to the mission of the Organization.

Please email resume and cover letter to humanresources@neighborhoodrestore.org

Neighborhood Restore HDFC is an Equal Opportunity Employer