



## Financial Controller

### ABOUT THE ORGANIZATION

Founded in 1971, the Housing Assistance Council (HAC) is a national nonprofit and a certified community development financial institution dedicated to helping local rural organizations build affordable homes by providing below-market financing, technical assistance, training, research, and information services. HAC's mission is to improve housing conditions for the rural poor, with an emphasis on the poorest of the poor in the most rural places, particularly regions and populations with high needs: Native American communities, the Mississippi Delta, farmworkers, the southwest border colonias, and Appalachia.

### POSITION SUMMARY

The Financial Controller is responsible for day-to-day management of HAC's finance and accounting processes, applying technical and leadership skills to determine proper application of accounting policies, practices, activities and recording of transactions in accordance with GAAP and applicable industry standards. The successful candidate will have experience in a complex organization, demonstrate a strong customer service orientation, balanced communication style and robust critical and strategic thinking skills. The position will report to the Chief Financial Officer and will serve as advisor in all accounting, controllership, financial planning, analysis and reporting matters, including analysis and interpretation and application of FASB and related technical accounting standards and codifications. In addition, this role partners with other members of the Senior Leadership Team in tactical implementation of HAC's mission and strategic plan.

The Financial Controller must thrive in a dynamic, results-oriented, and evolving workplace, while leading and managing Finance staff.

### PRIMARY RESPONSIBILITIES

#### Financial Management and Controllershship

- Manage operations of the Finance Organization across opportunity-to-collection and procure-to-pay cycles which include the maintenance of accurate and timely recording of transactions that reflect in proper financial reporting through the preparation and publication of financial statements. Key activities would include budgeting and forecasting, transaction accounting, month-end closing, implementation of changes in GAAP, accruals, account

- reconciliations, among others.
- Responsible for financial decision-support activities including but not limited to budgeting, forecasting, financial analysis, and executive presentations primarily for Board and Senior Leadership Team.
- Maintain system of accounting policies and procedures that effectively support a robust internal control environment.
- Manage detailed budget development, working closely with the Finance staff and Senior Leadership Team.
- Consistently analyze financial data and present reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitor progress and changes and keep Senior Leadership Team abreast of the organization's financial status.
- Coordinate audits and proper preparation and filing of tax returns.
- Actively support legal and regulatory compliance regarding all financial functions.
- Lead preparation of financial statements, audit exercises, budgetary reporting and other required reporting.
- Support detailed cash management and cash forecasting practices; prepare reports for use by Senior Leadership Team.
- Serve as Finance leader in application software development and organization-wide financial accounting and loan management system implementation.
- Support development of single and multi-year business plans to address changes in the business environment and to capitalize on new opportunities.
- Work in close cooperation with Senior Leadership to successfully manage the accounting aspects of property ownership and management, grants and contracts, and operating and capital expenditure budgets.
- Demonstrate commitment to advancing the tenets of a diverse, equitable, and inclusive workplace through training, openness to discussion/feedback, and self-awareness.
- Remain current on accounting principles, GAAP and US GAO standards for non-profits.

### **Staff Leadership and Management**

- Foster an environment where staff feel trusted and respected and are assigned stimulating work that enables them to grow and advance professionally and personally.
- Provide proper support and mentoring to staff to ensure they take ownership of their responsibilities.
- Evaluate and provide timely feedback to staff on performance-related matters; assess staff members' strengths and developmental needs; implement annual assessment plans to ensure the development and/or maintenance of necessary skills.

## **OUR IDEAL CANDIDATE**

Our ideal Financial Controller candidate will hold oneself to the highest standards of integrity and transparency. Will be an experienced professional that can fluently navigate across the intersection of business, finance, and controllership, thus exhibits strong business acumen, excellent executive presentation and story-telling skills, and possess deep experience in the non-profit sector, preferably a CDFI (Community Development Financial Institution). We seek a collaborative and dependable team player, who is passionate about HAC's mission. A team leader who enjoys generating and inspiring new ideas, as well as embracing completion of existing initiatives. Successful applicants will relate well vertically and with peers, including the Board of Directors and multiple stakeholders. In addition, the candidate will demonstrate creativity, resilience, and the ability to transition abstract solutions into reality

## **QUALIFICATIONS**

- A seasoned and mature leader with 10 years of broad finance experience ideally in Financial Planning and Analysis (FP&A), accounting, audit, treasury, investments, and strategic business initiatives.
- At least three years' experience as Controller or equivalent, preferably in a complex organization.
- A minimum of a BS and CPA; an MBA is a plus.
- 5 years' experience in accounting in a non-profit setting, or audit experience with non-profit clients
- Experience in a senior financial management role, partnering with executive staff, resulting in the development and implementation of effective financial management strategies.
- Advanced proficiency with Microsoft Office applications, especially Excel and PowerPoint, and comfortable with learning new technologies.
- Working knowledge of Great Plains (GP) accounting system and ADP Payroll platform, in addition to experience in system migration, preferably.
- Familiarity with GAAP and GAO regulations and reporting requirements for non-profit organizations
- Ability to work both independently and as a member of a team, with the capacity to coach and develop effectively with diverse individuals and constituents, in both one-on-one and group settings.
- Strong interpersonal and communication skills; experience in effectively communicating complexity with simplicity for diverse audiences, including presentations to senior leadership, Board members, or other outside partners.
- Ability to interact effectively with all levels of the organization as well as outside contacts such as auditors, financial institution representatives, investors, Board members and other stakeholders.
- Proficiency in assessing priorities, organizing, and operating in a flexible



manner in a fast-paced environment while retaining a high level of attention-to-detail.

- Working knowledge of integrated project management and accounting systems.

## **COMPENSATION**

The Financial Controller is a full-time exempt position. This position reports to the Chief Financial Officer. The salary for this position is between \$100,000 and \$115,000 annually. HAC offers competitive wages, benefits, and growth opportunities consistent with industry standards. Flexible benefits packages include health insurance; life and other insurance; financial benefits, include a retirement plan with partial employer match; time off; and work/life benefits, to include education assistance.

## **WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

While this position operates in a professional office environment, travel is required. The physical demands described in this section are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

This role routinely:

- uses standard office equipment such as computers, phones, photocopiers, printers, filing cabinets, and fax machines,
- uses the English language to engage with internal and external stakeholders by phone, email, and in person. Employee is expected to be able to accurately exchange information with these stakeholders, and
- must be able to lift up to 15 pounds at times.



## EQUAL OPPORTUNITY EMPLOYMENT INFORMATION

HAC is an equal opportunity provider and employer. HAC does not discriminate in hiring or employment practices on the basis of race, color, ethnicity, gender, national origin, age, religion, sexual orientation, disability, marital or familial status, ancestry, or status as a veteran. HAC is committed to maintaining a multicultural work environment. Women and minorities are strongly encouraged to apply.

## TO APPLY

Send your resume and cover letter via email to [jobs@ruralhome.org](mailto:jobs@ruralhome.org). The subject line should read: **Financial Controller**. Cover letters should discuss your interest in the position and in working at HAC. Resumes without a cover letter will not be considered. Applications will be considered as received, with interviews starting immediately.

<b>Position Title</b>	Financial Controller
<b>Reports to</b>	Chief Financial Officer
<b>Business Unit</b>	Finance and Accounting
<b>Location</b>	Washington, DC
<b>Employment/FLSA Status</b>	Full-time, Exempt
<b>Supervisory Responsibility</b>	None
<b>Telecommuter Status</b>	Position is eligible for hybrid schedule

