



## **JOB DESCRIPTION**

### **Controller**

**DEPARTMENT NAME: Administration**

**POSITION REPORTS TO: Chief Financial Officer**

**OFFICE LOCATION: 75 E. Santa Clara Street, Suite 1350, San Jose, CA**

#### **MISSION AND HISTORY**

Housing Trust is leading the effort to create a strong affordable housing market the in the greater Bay Area as one of the region's highest-volume nonprofit housing lenders. Serving people experiencing homelessness to renters to first-time homebuyers, we assist a wide range of residents with programs across the entire spectrum of housing issues. Since 2000, Housing Trust has invested \$355 million – creating nearly 21,000 affordable housing opportunities serving over 38,000 of our neighbors. Housing Trust has led the way in engaging local corporations and foundations in investing hundreds of millions of dollars to work with us to bring more solutions to the market all while experiencing several years of high growth in our lending business.

Housing Trust is looking for exceptional people who believe that safe, stable affordable housing opens the door to better living for everyone. We embrace diversity. We nurture it and we thrive on it because it benefits our organization, our partners, and our community.

#### **POSITION OVERVIEW**

Are you an accounting professional with loan accounting expertise who would like to manage a strong team while making a positive impact on one of the most serious crises facing our region? Do you enjoy implementing new GAAP pronouncements and interfacing with auditors? Do you like solving the puzzle of accounting for new products and grants? Are you analytical, dedicated, and mission driven? And, do you take pride in your work and thrive in a collaborative environment with people who also exhibit these qualities? If so, Housing Trust Silicon Valley is the place for you.

Reporting to the Chief Financial Officer, you'll contribute to the Housing Trust's success through guiding the accounting team as we grow our product offerings, investment offerings, and geography, including growth of an off-balance sheet fund we are managing on behalf of a large tech company. As the leader of the accounting team you will guide and develop this motivated group, and they'll learn from your expertise. In addition, in your first months, we will commence implementation of a loan servicing system and bring our loan servicing in house from the bank who is currently servicing some of our portfolio.

This is an ideal opportunity for someone with a CPA and at least 8 years related experience who wants to lead a team and provide expertise to a growing, mission driven, lending institution. Who will be successful in this role? Someone who thrives in a fast-paced environment. Someone who can provide process and policy structure and develop employees. Someone who is curious and wants to learn affordable housing and finance. Perhaps, someone like you?

## **KEY RESPONSIBILITIES**

### **Loan Servicing and Accounting:**

- Hire and manage a loan servicing accountant as we bring loan servicing in house
- Lead the system implementation of the loan system we have chosen to adopt including managing any consultants for the project
- Establish policies and procedures for the newly internalized function and help determine responsibilities distributed across Housing Trust teams (loan administration and compliance)
- Ensure the system is maintained properly and ensure teams are trained and using the software to best advantage

### **Management and Planning:** Manage the Accounting department of 4, growing to 5 including

- Hire and manage the auditors and be interface with Audit Committee of the board of directors
- With the Accounting Manager, plan the annual audit(s) – one for our nonprofit CDFI and one for the off-balance sheet fund we manage for a tech company.
- Create the workplans for the team each year and drive the goals for the department
- Support and train staff and encourage cross training
- Develop policies and procedures for the accounting function and ensure their periodic review

### **Technical General Accounting**

- Ensure new accounting pronouncements are properly adopted and apply appropriate GAAP to existing and new product offerings and grant and loan structures – provide advice as products are developed and grants are proposed
- Support team to greater communication in monthly close to provide an efficient cadence of reporting and information to those who rely on or prepare financial reports.
- Review financial statements prepared by team for both Housing Trust and our off balance sheet fund and provide ongoing guidance on presentation and content
- Recommend and drive implementation of process improvements and work with team to get efficiencies from our new accounting software
- Oversee and review preparation of tax returns and the finance portion of reports to governmental regulatory agencies and government grantors

### **Optional Depending on Experience**

- Manage IT vendor and drive cyber security, disaster recovery and other improvements

## **QUALIFICATIONS**

- Bachelor's degree in Economics, Accounting, or related field and at least 8 years experience in accounting, a significant portion of which in a lending institution
- CPA (Housing Trust will support continuing education or bringing up to date if lapsed)
- Experience successfully implementing an accounting or loan servicing system
- Nonprofit accounting a plus, but if lacking, the ability to learn quickly is critical
- Exceptional attention to detail and accuracy
- Hands on experience managing the accounting close process and audits
- Experience with database software (such as Salesforce), and expertise with accounting systems (such as Intacct), and expertise in Excel
- Operate with the highest degree of integrity
- Effectively accumulate and present data, verbally and in written form

## **COMPENSATION**

Housing Trust offers a competitive compensation package, including a bonus plan and benefits. This is a full-time, exempt position. Compensation for this position is dependent on experience and in the range of \$135,000 - \$145,000). To be considered for this position, please submit a letter of interest and resume to [jobs1@housingtrustsv.org](mailto:jobs1@housingtrustsv.org)

Housing Trust is an equal opportunity employer to all regardless of race, color, national origin, ancestry, sex, marital status, disability, religious or political affiliation, actual or perceived gender identity, age or sexual orientation. Housing Trust is committed to diversity, equity and inclusion and our goal is to have a workforce (at all job levels) that is representative of the communities we serve.