



Manager of Accounts

Homes 4 Families is a not for profit 501(c)(3) multiservice agency dedicated to veterans. Services include the provision of affordable housing. Departments include: construction and development, veteran applications and mortgages, programs and services, and fundraising and administration.

This position reports to the Chief Executive Officer of H4F, assuring highly professional best practices in fiscal management and operations. This person will be responsible for building and maintaining all financial relationships, auditable accounts, and tax and other third party donor and regulator information and will act as an information source for the executive regarding related activities; providing meaningful reports on donor and fiscal activities; and providing expert input and reporting of financial operations in both QuickBooks and Excel formats, including budgeting, monthly reporting, and associated financial records. This position requires a sound understanding of construction accounting, the ability to create proformas for construction projects and program grants and to develop projections with reasonable accuracy based on likely conditions. Develop and integrate a system of controls and financial reporting. A disciplined professional manager possessing good organizational skills, systems, and interpersonal skills and a solid understanding of large scale development projects. Able to prepare cash flows and analyze related data.