



**San Francisco Housing Development Corporation
Controller
Position Announcement**

THE OPPORTUNITY

San Francisco Housing Development Corporation (SFHDC) – a 33-year-old housing and community development corporation based in the Bayview-Hunters Point area of San Francisco – seeks an experienced financial executive to help shepherd the organization through the next stage of its growth. With the creation of this new position, which reports directly to the CEO, the organization is developing the systems and infrastructure needed to continue expanding the depth and breadth of its programs and services.

POSITION SUMMARY

Reporting to the Chief Executive Officer (CEO), the Controller will be responsible for oversight of all finance, accounting and reporting activities. The Controller will be involved in supporting presentations to the board, finance and audit committee and will work closely with the senior leadership team and outside accounting firm(s).

The Controller will lead all day-to-day finance operations of a budget of \$5 million and supervise a team of two or more members with functional responsibility over accounting, accounts payable, accounts receivable, payroll, and grants administration. The Controller will ensure that SFHDC has the systems and procedures in place to support effective program implementation and conduct flawless audits. The Controller will work closely with program leaders and their staffs, not only to educate them regarding finance and accounting procedures but also to explore how the finance function can support program operations.

In addition, the Controller will partner with the CEO, senior leadership, and the human resources (HR) and information technology (IT) staff or consultants to enhance and better integrate finance, HR, and IT functions.

PRIMARY RESPONSIBILITIES:

Financial and Accounting Management

- Working with outside CPA firm, oversee all accounts, ledgers, and reporting systems ensuring compliance with GAAP standards and regulatory requirements.
- Maintain internal control and safeguards for receipt of revenue, costs, and

program budgets and actual expenditures.

- Oversee all financial, project/program and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collate financial reporting materials for government, corporate, and foundation grants.
- Manage and track the performance of invested assets in keeping with policies and investment guidelines.
- Coordinate the work of external CPA to prepare monthly financial statements.
- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements to management team, CEO and Board of Directors; collate financial reporting materials for all projects, funders, and donors; and oversee all financial, project/program and grants accounting.
- Coordinate and lead the annual audit process; liaise with external auditors and the Audit Committee of the Board of Directors; assess any changes necessary.
- Oversee and lead annual budgeting and planning process in conjunction with the CEO; review and administer all financial plans and budgets; monitor progress and changes and keep senior leadership team abreast of the organization's financial status.
- Manage organizational cash flow forecasting by working in partnership with the program leads; continuously collaborate with program leads to assess the financial efficacy of program operations and establish finance and administrative systems to support program operations.
- Implement a robust contracts management and financial management/ reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual.
- Effectively communicate and present the critical financial matters to the CEO, the Finance Committee of the Board of Directors and the full Board.

Team Leadership

- Leverage strengths of the current finance team members, help to clarify roles and responsibilities and develop and implement training programs in order to maximize and reach optimal individual and organizational goals.
- Provide leadership in strengthening internal communications with staff at all levels throughout the organization; create and promote a positive and supportive work environment.

QUALIFICATIONS:

This is an extraordinary opportunity for an experienced leader with a minimum of seven to ten years of accounting and finance experience, ideally beginning in accounting and audit, followed by experience gathering, evaluating, presenting and reporting financial information to executive teams and external stakeholders. S/he will ideally have experience in a complex nonprofit that has multiple programs and services, especially one with affordable housing development activity.

Other qualifications include:

- Personal qualities of integrity, credibility, and unwavering commitment to SFHDC's mission; a proactive, hands-on strategic thinker who will own, in partnership with the CEO, the responsibility for finance.
- Minimum of a BA; CPA and/or MBA preferred.
- Solid experience coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll, and accounting for investments.
- A track record in grants management as it relates to compliance and reporting of government, corporate and foundation grants is essential.
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; advanced knowledge of accounting and reporting software.
- Commitment to recruiting, mentoring, training, and retaining a diverse team; the foresight and ability to delegate accordingly.
- Keen analytic, organization and problem-solving skills which allows for strategic data interpretation versus simple reporting.
- Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to senior management, board or other outside partners.
- Ability and desire to translate complex financial concepts to individuals at all levels including finance and non-finance managers.
- A multi-tasker with the ability to wear many hats in a fast-paced environment.
- Direct experience with accounting of housing development activities, including Low Income Housing Tax Credit is preferred.
- Lived experience or prior professional experience working within communities of color is highly valued.

SALARY: Anticipated range \$90,000 - \$115,000, dependent on experience and qualifications.

BENEFITS: Salary commensurate with experience; excellent benefits, including health insurance, life insurance, Flexible Spending Account, retirement plans, vacation time, sick leave and generous holiday schedules.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

SFHDC does not discriminate on the basis of race, color, gender (including actual or perceived gender, and gender identity), sexual orientation, age, marital status, medical condition, religious affiliation, veteran status, national origin, citizenship status, mental or physical disability, or any other characteristic protected by applicable state, federal or local law. SFHDC will consider qualified applicants with criminal histories in the manner consistent with the requirements of the San Francisco Fair Chance Ordinance. If you need a reasonable accommodation in order to apply for a job, please let us know. If the reason you need an accommodation is not obvious, we may ask for documentation confirming your functional limitations.

NOTICE: This description is to be used as a guide only. It does not constitute a contract, commitment or promise of any kind. SFHDC reserves the right to change, add, delete, upgrade or downgrade the position as dictated by business necessity at any time with or without notice.

TO APPLY: Please send a thoughtful cover letter outlining your experience and ability to shine in this role, along with your résumé and Employment Application to hr@sfhdc.org. The Employment Application may be found at <http://sfhdc.org/careers/>

Applicants will be screened on a rolling basis.

The San Francisco Housing Development Corporation
is an Equal Opportunity Employer/Drug Free Workplace and is committed to the belief that
each individual is entitled to equal employment opportunity.