

## JOB DESCRIPTION: CONTROLLER, THE HOUSING FUND

### A. JOB OBJECTIVE

Under the direction of the Chief Financial Officer, plan and organize the financial and accounting activities of The Housing Fund; prepare the financial statements and records; advance the client software and systems, and to do other work as required supporting the mission and programs of THF.

### B. DUTIES AND RESPONSIBILITIES

#### 1. Essential Functions

Maintains a general accounting system including general and subsidiary ledgers; classifies and controls revenue, expenditures, assets, liabilities records contributions and revenues for monitoring and reporting purposes; prepares monthly, quarterly and annual financial reports; reconciles bank accounts and loan portfolios; determines cash requirements and maintains appropriate cash flow for activities; manage treasury activities, including wire transfers; monitors and analyzes financial assets; provides data and technical assistance to external auditors; provides financial analysis for agency programs; maintains insurance policies as required; participates in planning and monitoring the annual administrative and program budget; advises the Executive Team and program staff on financial matters; assists in monitoring compliance for programs; assists the Chief Financial Officer in developing financial resources for the agency;

#### 2. Systems Used

QuickBooks Premier Nonprofit Edition  
TEA 10 Software by CommonGoals  
All Microsoft Products (Must be proficient in Excel).

#### 3. Supervision Exercised

Train and lead accounting staff

### C. EMPLOYMENT STANDARDS

#### 1. Education and Experience Required

Bachelor's Degree in Accounting, Business Administration or related field from an accredited college or university, plus five years of increasing responsible experience in accounting and financial reporting. Experience with financial computer systems. Prior experience with nonprofit organization, financial institution or lending agency is desirable.

#### 2. Knowledge, Skills, and Abilities Required

Knowledge of accounting principles and procedures; knowledge of financial software application(s); versatility with PC software; ability to retrieve and convert data from accounting programs into a wide variety of reporting requirements; ability to prepare complete accounting statements in standard format; strong analytical background as they relate to financial data and presentations; ability to establish both internal and external working relationships; good oral and written presentation skills; ability to understand and apply program and funding requirements; interest in becoming well versed in financial issues related to affordable housing; ability and willingness be self-motivated and exercise independent judgement as required.

#### 3. License Required

Valid Tennessee driver's license preferred.

### D. Benefits

1. The Housing Fund offers health, dental, and vision through Blue Cross Blue Shield of Tennessee. THF also offers additional products such as life, critical care, accident, and short- and long-term disability.
2. Pay Range: \$70,000-\$90,000