



## **Controller**

The Planning Office for Urban Affairs (the Planning Office) seeks a Controller to join our mission driven professional staff. Reporting to the CFO, the Controller will support a collaborative affordable housing development and asset management team and will have responsibility for all day-to-day operational accounting and reporting duties.

### **The Organization and Its Activities**

Established to develop low, moderate, and mixed income housing for families, the elderly, and the homeless, the Planning Office serves as a catalyst for local housing development, neighborhood revitalization, and housing advocacy. We have developed more than 3,000 units, channeling over \$650 million of investment dollars into developments throughout eastern and central Massachusetts. We currently have more than 1000 units of rental and homeownership projects underway in Boston, Worcester, Brockton, Attleboro, Gloucester, Wayland, and Needham.

Our developments focus on the creation of strong communities where people of economic, racial and ethnic diversity can live with dignity and respect. They are designed to meet the needs of both our residents and the particular communities in which we build. We work with a number of nonprofit partners, service providers and property management firms and have an asset manager on staff to ensure effective property operations over time.

The Planning Office is led by an experienced affordable housing team that participates in and leads local and national advocacy efforts to increase affordable housing resources, avoid foreclosures, and address homelessness. Our board of trustees, appointed by the Cardinal, works together with our President to govern our financially strong and growing organization.

### **Expectations of the Controller**

The Controller will demonstrate a strong commitment to affordable housing development and an ability to work well in a small, collegial environment. They will undertake the following responsibilities:

- Maintain effective internal controls and take corrective action as needed.
- Own the monthly close process. Perform all weekly, monthly and quarterly operational and financial accounting routines and periodic financial reporting.
- Manage the General Ledger (setup and maintenance, processing journal entries), Accounts Payable, Accounts Receivable, payroll, billing and invoicing activities.
- Perform monthly cash, prepaids, fixed assets, intercompany, and accounts payable reconciliations.
- Create/review monthly financial statements and various analytical reports.
- Provide analysis of variances between financial results month-over-month and year to date budget and subsequent tracking and forecasting throughout the year.

- Aid the real estate development team with funding requisitions and job cost tracking, monitoring, reporting and budgeting.
- Monitor payroll data for accuracy and ensure funding.
- Resolve financial and operational accounting issues.
- Assist with budgeting and forecasting.
- Serve as the primary contact providing data and schedules to the company's auditors and tax accountants and liaise with third party property management firms in the process.
- Support the treasury function.
- Complete ad hoc requests from the CFO, Asset Management and Development teams.
- Identify areas for improvement within the accounting and financial support function (e.g. financial systems, accounting software, and process automation).
- Initiate or carry out special projects to improve efficiency and support company growth.
- Other duties and responsibilities as assigned from time to time.

### **Our Ideal Candidate**

Our ideal candidate will be a highly motivated professional who takes initiative and has many of the following skills and experiences:

- BA/BS in Accounting.
- 5+ years of progressive accounting experience.
- Public accounting experience / CPA a plus.
- Strong financial accounting and analysis skills.
- Ability to identify and take initiative to resolve issues and improve processes.
- Real Estate development budgeting and funding requisition experience strongly desired.
- Knowledge of affordable housing finance, property management, and compliance a plus.
- Advanced Excel and accounting software skills.
- Proficiency with real estate development or property management software such as Yardi Voyager or RealPage Financial Suite, and with QuickBooks.
- Strong communication skills including the ability to work well independently and with a range of peers, managers, and external parties.
- Solid organizational skills, attention to detail, and an ability to meet deadlines.
- High degree of professionalism and personal integrity.

### **The Selection Process**

Qualified applicants should submit a cover letter and resume as one document to <https://annsilverman.com/poua-controller/>. Questions should be addressed to: [jobs@annsilverman.com](mailto:jobs@annsilverman.com). No phone calls or letters please.

The Planning Office offers a competitive salary and benefits package, including 100% coverage of individual or family health plan premiums, 401(k) Plan and company match, a Flexible Medical Savings Program, and annual bonus potential. Staff are expected to work in our downtown Boston office three days a week. The salary range for this full-time position is \$120,000 - \$140,000; total compensation will depend on experience and qualifications.

*The Planning Office for Urban Affairs is an Equal Opportunity and Affirmative Action Employer. We encourage applications from candidates from diverse backgrounds and cultures.*