

## **COMPANY INFORMATION**

Harborlight Homes, formerly known as Harborlight Community Partners, is a non-profit, Massachusetts-certified Community Development Corporation. We develop, manage and advocate for quality, service-enriched housing that is affordable and inclusive, collaborating with communities to cultivate just, equitable and sustainable housing opportunities vital to the health and strength of our entire region. By focusing on the housing needs of under-served populations and creating, preserving, and operating safe, affordable housing with supplemental supportive services, Harborlight Homes strives to make homes available to all, because everyone deserves a home.

We are seeking an experienced Controller to play a vital role in shaping the financial strategy of the company, with a primary focus on accurate reporting, team leadership, and efficient processes to maintain a broad range of financial assets. This position requires a dynamic and experienced financial leader who can effectively communicate with investors, manage financial reporting, and develop finance strategies aligned with business objectives.

## **POSITION INFORMATION**

As Controller, you will lead the organization in developing and implementing financial strategies to manage and maintain the organizations recent growth and development. You will optimize our finance processes, and ensure transactions support the overall business strategy while conforming with applicable laws and regulations. On a regular day, you will lead our accounting functions and ensure the organization's financial stability through meticulous management of accounting systems, principles, and procedures. As a key member of our leadership team, the Controller will work closely with cross-functional teams to ensure financial transparency, compliance, and efficiency across the organization.

Key responsibilities include overseeing accounts payable, accounts receivable, payroll, and purchasing, as well as preparing and presenting financial statements, directing budget preparation and forecasting, managing audits, and developing financial strategies aligned with our mission.

The ideal candidate will have progressive financial experience, preferably within a property management or real estate environment and have demonstrated success in developing and leading high-performing teams. The incumbent for this role is collaborative, decisive, and able to find solutions to make efficient and effective processes. This is a unique opportunity to make a significant impact in a mission-driven organization dedicated to providing affordable housing solutions to vulnerable populations.

This position is based in Beverly, Massachusetts and daily in-office work is required. The targeted base compensation for this position is \$150K with the possibility of bonus. For more information on the organization, visit <https://harborlighthomes.org/>

## KEY RESPONSIBILITIES

**Financial Strategy and Planning:** Develop and implement financial strategies that align with the organization's mission and long-term goals, supporting the growth and sustainability of affordable housing projects.

**Accounting Oversight:** Manage all accounting functions, including accounts receivable, accounts payable, general ledger, payroll, and financial reporting, ensuring compliance with GAAP (Generally Accepted Accounting Principles) and non-profit accounting standards.

**Budgeting and Forecasting:** Lead the development of annual budgets, manage cash flow, and conduct financial forecasting to ensure the organization has sufficient resources to meet its objectives.

**Financial Reporting:** Prepare and present financial statements, including balance sheets, income statements, cash flow statements, and variance analyses for internal and external stakeholders, including the board of directors.

**Audit and Compliance:** Coordinate annual audits, ensure compliance with local, state, and federal regulations, and manage the preparation of tax filings (e.g., Form 990). Maintain adherence to non-profit and affordable housing-specific regulatory requirements.

**Grant and Fund Management:** Oversee the financial aspects of grant applications, funding agreements, and reporting requirements to ensure compliance with donor and grantor expectations, especially related to housing projects.

**Financial Risk Management:** Identify, assess, and mitigate financial risks, including those related to project financing, affordable housing tax credits, and complex funding sources like government subsidies.

**Capital Planning and Project Financing:** Work closely with development teams to manage the financial aspects of new affordable housing projects, including securing project financing, managing capital budgets, and ensuring that project timelines and financial commitments are met.

**Internal Controls:** Establish, maintain, and regularly evaluate internal controls to safeguard organizational assets, ensuring financial accuracy and preventing fraud.

**Leadership and Team Development:** Lead, mentor, and develop the finance and accounting team, fostering a culture of performance and accountability.

**Collaboration with Property Management:** Partner with property management teams to oversee the financial performance of properties, including monitoring rental income, expenses, and capital expenditures, as well as ensuring compliance with affordable housing regulations.

**Board and Stakeholder Communication:** Regularly present financial updates to the board of directors, executive leadership, funders, and other key stakeholders, offering strategic recommendations based on financial analysis.

## CANDIDATE PROFILE

### Education and Certification/License Credentials

Bachelor's degree in Finance, Accounting, or a related field; MBA or CPA preferred.

### Functional Competencies

- Minimum of 10 years of progressive experience in finance, with a significant focus on accounting and controls.
- Strong knowledge of financial reporting standards and regulatory requirements.
- Expertise in preparing and analyzing financial statements (e.g., income statements, balance sheets, cash flow statements).
- Ability to analyze variances, trends, and forecasts for decision-making.
- Competence in developing and managing budgets across multiple properties or entities.
- Proficiency in establishing and maintaining internal controls to safeguard assets and ensure accurate reporting
- Knowledge of regulatory compliance specific to affordable housing, such as government grants, tax credits, and housing assistance programs
- Understanding of project-based accounting for property management.
- Demonstrated ability to lead and manage a finance team effectively.
- Strong analytical and problem-solving skills.
- Ability to thrive in a fast-paced, dynamic environment.

### Skills and Knowledge

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| <ul style="list-style-type: none"><li>• Accounting Management</li><li>• Audit Management</li><li>• Financial Planning &amp; Analysis (FP&amp;A)</li><li>• Corporate Budgeting</li><li>• Budgetary Controls</li><li>• Accounting Software</li><li>• Financial Analysis Software</li></ul> | <ul style="list-style-type: none"><li>• Staffing</li><li>• Pay Decisions</li><li>• Training- Knowledge</li><li>• Evaluation</li><li>• Supervision</li></ul> |
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### Personal Characteristics

- “Roll up your sleeves” mentality
- Ability to multitask and manage competing priorities
- Interest in engaged participation as part of executive team
- Strong interpersonal skills
- Conscientious
- Integrity & Trustworthiness
- Attention to detail
- Tech savvy