

## **Assistant Controller**

St Vincent de Paul Society of Lane County, Inc. is seeking an Assistant Controller in accounting for the Housing and Limited Partnership (LP) division of our organization. This is a wonderful opportunity to serve your community and work alongside a dedicate group of accounting and housing division staff.

Currently there are 17 staff that work in accounting that supports all the divisions of our Organization. Seven of the accounting staff including the Controller of Housing and LP's work on Housing and Property Management accounting tasks. This position will work with the Controller of Housing and LP's who reports directly to the CFO.

About the Accounting Department:

We currently use Microsoft Dynamics Great Plains as our accounting software but utilize a host of excel workbooks to manage our reconciliation processes and financial reporting. We have a high volume of transactions and a large amount of GL accounts and yet have systems and processes in place to manage the size and complexity efficiently and accurately. We have a strong accounting team and that is why we have had successful and unqualified audits without significant findings for the past 8 years. This is opportunity arose in order to fill an upcoming vacancy.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Prepare financial statements consisting of Balance Sheet, Income Statement, and Statement of Cash Flow in conformance with GAAP
- Provide financial statements to internal and external entities
- Maintain and update Debt Service Coverage and Cash Flow analysis
- Prepare, enter, and maintain Accounting entries for standard and recurring monthly activity assuring accuracy and consistency
- Provide support for external CPA firm in completion of Audited financial statements and tax returns
- Maintain and update the Allowances and Interest Receivable
- Supervise 5 staff with Oversight from the Controller who works remotely.
- Bank statement reconciliations
- Update accounting records for the payment of insurance premiums and property taxes
- Develop and maintain accounting actuals to budget reports with associated reporting
- Develop and recommend improvements to accounting procedures
- Provide back-up support for Tenant Disposition requests
- Prepare and assist in loan modifications or refinancing
- Prepare and present cost-benefit analysis

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Bachelors degree and three to five years general accounting work experience

- In depth knowledge of accounting, GAAP, and accounting software (preferred experience with Microsoft Great Plains and Sage BusinessWorks financial software)
- Budgeting skills.
- Ability to identify, analyze, and solve problems
- Ability to Interpret and apply partnership & external documents to agreement, rules, laws, and regulations
- Experience using MS Office products (Excel, Word, and Outlook) with higher level knowledge of Excel preferred
- Self-motivated, organized and ability to work as part of a team
- Strong verbal communication skills and ability to communicate effectively as well as tactfully
- Must be dependable, able to prioritize tasks, and be flexible with changes in job duties
- Willingness to take on new tasks and duties as assigned
- Effective process analyzer with an approach towards efficiency

**PREFERRED BUT NOT REQUIRED:**

- Bachelor degree in Accounting preferred
- ERP Accounting Systems such as Microsoft Great Plains & Sage BusinessWorks
- Non Profit Experience
- Property Management Accounting
- Previous supervision experience