

Northwest Housing Alternatives
JOB DESCRIPTION: Controller

TITLE: CONTROLLER
SUPERVISOR: Chief Financial Officer
EXEMPT/NON-EXEMPT: Exempt

POSITION SUMMARY: This position provides financial leadership and direction through management of the general ledgers, month-end closings, financial statement preparation, audit process, and accounting staff. This position works closely with the CFO to improve accounting systems, ensure accuracy, and produce financial reporting for the organization and various related entities.

SPECIFIC RESPONSIBILITIES

GENERAL LEDGER:

Prepare, document, and post recurring and other journal entries to the general ledgers.
Maintain detailed fixed asset, depreciation schedules, and amortization schedules as needed.
Prepare financial statements and other reports using Sage100, BizInsights, and Excel.
Reconcile balance sheet accounts regularly.
Develop and maintain audit schedules.
Maintain ledgers and accounts for special projects, including new construction projects.
Perform monthly bank reconciliations for NHA and related entities.

TEAMWORK:

Provide front line supervision and support to Accounts Receivable and Accounts Payable positions.
Review AR and AP voucher registers.

GENERAL OFFICE:

Maintain files and other accounting documentation.
Assist with preparation and update of accounting policies and procedures.
Analyze partnership documents.
Prepare invoices and support for billable charges.
Perform other related duties as assigned.

ESSENTIAL KNOWLEDGE AND SKILLS

- Strong knowledge of accounting principles and practices (GAAP)
- Ability to perform duties independently. Supervisor will review work and provide guidance.
- Ability to manage a high degree of complexity in dealing with recurring work situations with many variations from the norm.
- Ability to communicate effectively and courteously through email, telephone and in person.
- Working knowledge of accounting software and Microsoft Office suite.-- Strong written and oral communication skills.

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MINIMUM QUALIFICATIONS

- Highest personal and professional integrity.
- Bachelor's degree or equivalent in accounting. CPA preferred.
- Five to seven years of experience in non-profit or property development accounting preferred.
- Experience with Sage100 accounting software is a plus.
- Working knowledge of Paperless office systems preferred.

JOB CONDITIONS

- Requires the ability to meet workload demands during peak periods.
- Requires extensive keyboarding, monitor viewing, and other close work.
- Office space is shared.
- Starting salary for this position is \$60,000 to \$70,000 depending on applicable experience.
- Employment is contingent on an approved background check.

Northwest Housing Alternatives (NHA) is located in Milwaukie, OR. Our mission is to provide affordable housing to Oregonians with low incomes including families, seniors, people with disabilities, and people experiencing homelessness. NHA has been recognized by Oregon Business Magazine as one of the 100 Best Non Profits to work for from 2009-2013 and 2018. Northwest Housing Alternatives offers professional salaries, a full range of benefits, a flexible work schedule, and a great work environment. NHA is committed to supporting a diverse workforce and does not discriminate in employment based on race, ethnicity, gender, religion, national origin, age, disability, marital status, sexual preference or any other status protected by law.

Please send letter of interest and resume to info@nwhousing.org by Friday, September 7, 2018. We will hire as soon as the right applicant is found.