



JOB TITLE: Financial Controller
SCOPE: Exempt/Non-Exempt
SUPERVISION: Reports to the Chief Financial Officer (CFO)

ORGANIZATION SPOTLIGHT:

DOORWAYS, a nationally-known interfaith non-profit, empowers clients to overcome poverty, HIV, and homelessness by providing numerous supportive services that improve Housing, Health and Hope. As a bi-state agency with broad impact, we assist nearly 3,500 clients annually. On the heels of opening our innovative 3-acre \$40M Jefferson Ave. Campus, we are poised to expand our programming to improve service provision, while taking the organization to new heights.

WHAT WE ARE LOOKING FOR:

The ideal Financial Controller will have a proven track record in financial reporting, overseeing internal controls, audit management, staff training and development, and clear communication of financial results to outside parties. This position will work closely with the Chief Financial Officer to help us reach agency goals in an organization that has increased in complexity with numerous newly created entities and funding sources. The candidate must be organized, flexible, have great attention to detail, and be capable of meeting strict deadlines. The successful candidate will pass a background check, drug test, and TB test.

WHAT YOU RECEIVE: The opportunity to work in a diverse environment with staff that exudes endless compassion. DOORWAYS is a fast-paced and jovial workplace that strives to eliminate obstacles for our clients. Benefits include highly competitive salary, health insurance, retirement savings and matching, mileage reimbursement, paid time off, and more!

MAJOR DUTIES AND RESPONSIBILITIES

Financial Management and Reporting:

- Responsible for organizational budgeting, accounting and cash management to ensure accurate reporting, interpretation and analysis of financial results.
- Review and ensure accuracy of accounting information prepared by staff, including but not limited to monthly bank reconciliations, journal entries, investment accounts, donor contributions, accounts payable, and payroll entries.
- Maintain controls to safeguard assets; document and recommend improvements to internal financial policies and procedures to the CFO.
- Develop and complete timely financial statements and work closely with Director of Government Grants and Compliance to supply reports on transactions, grants and/or information requests.



- Demonstrate understanding of grant invoicing process, eligibility, and tracking of grant-funded expenditures. Work closely with the Director of Government Grants and Compliance to supply reports on transactions, grants and/or information requests.
- Provide comprehensive financial updates to senior management by evaluating, analyzing, and reporting appropriate data points.
- Responsible for preparation and/or review of workpapers for the fiscal audits of the organization and related entities. This includes consolidated financial statements, 5 HUD 811 entities, federal single audit, and 2 LIHTC funded limited partnerships.
- Oversee short-term and long-term planning and budget development to support strategic agency goals.
- Coordinate the preparation and filing of State and Federal forms, including the 990 and 1099 for the organization and related entities.
- Establish and maintain stable cash flow management policies and procedures, and ensure cash resources are available for daily operations.
- Oversee and consistently monitor all financial and operational controls within the organization.
- Analyze current and future operations and plans to determine financial effectiveness and budget compliance.
- Supervise one Staff Accountant and two Accounting Specialists

Real Estate Development:

- Work closely with CFO to understand key legal agreements, including mortgages, loan documents, and subordination agreements as part of a financing and construction loan closing that may involve Low Income Housing Tax Credits (LIHTC), New Markets Tax Credits (NMTC), bond financing, public subsidies and contracts and/or private debt to ensure proper financial reporting
- Maintain familiarity with equity draws, project cost certifications and other specialized reporting to investors and government agencies
- Demonstrate understanding of LIHTC and NMTC investors and lenders performance and compliance requirements of the Organization's affordable housing and commercial portfolio
- Coordinate preparation of HUD 811 project contract renewals including rent increase requests, management agent certifications, budget worksheets and reserve replacement draws.

WORKING CONDITIONS

DOORWAYS' flexible schedule policy promotes a healthy work-life balance; assigned hours are at the discretion of the hiring manager. Official office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday. High-performing staff may arrange their schedule differently, including some telecommuting days, with approval from the hiring manager.

QUALIFICATIONS**EDUCATION, EXPERIENCE, AND ABILITIES**

- Bachelor's degree in Accounting, Finance or a related field is required. CPA is preferred. MBA and/or Master's Degree is a plus.



- At least 5 years as a senior level accounting or finance manager and ideally three or more in public accounting in audit and/or tax.
- Strong working knowledge of finance law and regulatory standards (GAAP).
- A track record in grants administration as it relates to compliance and reporting of government is essential. Experience in supporting corporation and foundation grants is preferred.
- Demonstrated experience in financial management and accounting, ideally in the nonprofit sector.
- Proven effectiveness leading professionals in finance and accounting.
- Technologically savvy, with experience selecting and overseeing software installations and managing relationships with software vendors.
- Flexible and self-starter; able to multi-task while also being highly detail-oriented.
- Hands-on management style with a successful track record in building and motivating a high-performing team.
- Keen analytic, organization and problem solving skills;
- Excellent organizational skills and attention to detail.
- Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to senior leadership.
- Professional qualities of integrity, credibility and a commitment to DOORWAYS' mission.

SPECIFIC REQUIREMENTS

- Must be able to read, write and speak the English language well.
- Must be able to follow written and oral instructions.
- Must be able to multi-task in a fast paced, high-energy work environment.
- Must be able to work well as a team member and also be a self-starter who is able to work independently.
- Must have a positive attitude on a daily basis and work well under high pressure, short-term deadline situations.
- Ability to maintain strict confidentiality.

PHYSICAL REQUIREMENTS

The Financial Controller will do a large part of his/her work at a computer and must be able to spend extended periods of time typing and reading at a computer.

This job description in no way states or implies that these are the only duties the Financial Controller will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.



ACKNOWLEDGMENT

I have read the above job description and fully understand the requirements set forth therein. I hereby accept the position of _(Job Title____ and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

This job description is illustrative only and is not meant to encompass all possible duties that an employee may be called upon to perform or all conditions that an employee may encounter during the course and scope of the employee's employment.

I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will by the facility or myself and such termination can be made without notice.

Date

Signature

DOORWAYS provides equal employment and social service opportunities to all regardless of race, color, sex, national origin, ability, military service eligibility, veteran status, marital status, disability, gender, gender identity, gender expression, sexual orientation or any other category protected by law. We strongly encourage and seek applications from women, people of color, members of the LGBTQIA+ community, as well as individuals with prior contact with the criminal justice system. DOORWAYS complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities.