

JOB DESCRIPTION
BEYOND SHELTER, INC. (BSI)

JOB TITLE: Finance Director

FLSA: **Exempt**

Wage Range: \$65,000 – \$125,000

REPORTS TO: Chief Executive Officer

STATUS: Permanent Full-Time

SUPERVISION EXERCISED: Finance & Accounting Team
Administrative Assistant

MISSION OF BEYOND SHELTER, INC:

Improving Lives and Creating Communities by Developing and Sustaining Housing for Those Most in Need.

JOB PURPOSE: The Finance Director has primary responsibility for planning, implementing, managing and controlling all finance-related activities of BSI's operational and development accounting functions as well as leading BSI's HR and IT functions. This will include bringing solutions to all issues related to cash flow, organizational procedures and policies, financial forecasting, strategic financial planning and financial compliance with BSI's partners.

ESSENTIAL FUNCTIONS:

- A. Leadership: Provide direction in the accounting functions and activities of all BSI transactions. Tasks associated with this responsibility may include:
1. Work with the CEO to determine the ideal structure and function of the Finance & Accounting Team for future growth and mission attainment
 2. Lead in the development of policies and procedures to provide consistency of operations and adoption of best practices of the Finance & Accounting team. (i.e. onboarding and training of employees, operating procedures, website utilization)
 3. Coordinate with the Development Director and the Asset Management Director on financial reporting and management of transactions, providing oversight of organizational records
 4. Regularly provide financial reports to leadership, lenders, and investors regarding key indicators, compliance reporting, and regulatory compliance
 5. Cultivate in Finance & Accounting team members commitment to effective and efficient accomplishment of organizational objectives, providing strategies and inspiration for enhanced performance
 6. Model establishing and protecting the integrity and reputation of BSI in the affordable housing community
 7. Represent BSI in negotiations, public relations and other public events, as appropriate
 8. Participate in ongoing self and team development regarding best practices and industry trends
 9. Conduct weekly team meetings
- B. Accounting: Take the lead in establishing, monitoring and enforcing financial policies, procedures, controls, and reporting systems for BSI and related subsidiaries. Tasks associated with this responsibility may include:

1. In accordance with generally accepted accounting principles (GAAP), develop and maintain accounting principles, practices, policies and procedures to ensure the production of accurate and timely financial statements and periodic financial analysis/reporting
 2. In consultation with the CEO, prepare annual budgets and financial forecasting models
 3. Achieve budget objectives by scheduling expenditures, analyzing variances and initiating corrective actions for all BSI transactions including cash flow/projections and availability of proper cash reserves
 4. Oversee payroll, human resource, and information technology functions
 5. Communicate BSI's financial condition by collecting, interpreting, and reporting all financial data including general ledger, monthly and year-end financial statements, and compliance reporting
 6. Ensure accurate and timely monthly, quarterly, and year end close procedures are followed
 7. Coordinate to ensure a timely annual year-end audit and IRS Form 990 reporting process including the full review of the audit and IRS Form 990
 8. Prepares special reports by collecting, analyzing, and summarizing information and trends
 9. Make recommendations regarding investment decisions, risk, and strategic directions
 10. Oversee the accounting operations of subsidiary corporations
 11. Oversee and manage outsourced accounting functions
 12. Manage the Emphasys software system and support its use by BSI team and partners, updating or transitioning systems as appropriate
- C. Property Operations: Provide expertise to BSI team and community partners in ongoing financial procedures and reporting of BSI properties. Tasks associated with this responsibility may include:
1. Review monthly accounting records of BSI's portfolio properties for accuracy and compliance
 2. Assist community partners with cash management issues and solutions
 3. Manage property tax payments and compliance
 4. Collaborate and assist on all property accounting and financial reporting
 5. Coordinate the annual property audits, payments, and returns including the full review of all audits and tax returns
 6. Work with the Asset Management Director and Property Managers to resolve potential bookkeeping, accounting, and cash management issues
 7. Prepare surplus cash projections and distributions
- D. Development: Support Development Team and BSI's Partners to setup and provide construction accounting and cash management for development projects and consulting contracts. Tasks associated with this responsibility may include:
1. Tracking predevelopment expenses, construction budgets, and the ongoing operations of each development project/property
 2. Work to identify and resolve deal structure issues
 3. Assist in the preparation of Project operating pro formas
 4. Take the lead for Development cost certifications and review each report in detail
 5. Collaborate and assist on all property accounting and financial reporting
 6. Coordinate the annual property audits and returns including the full review of all audits and tax returns
 7. Manage property tax payments and compliance

8. Prepare and maintain loan amortization schedules
 9. Reviews the monthly accounting records of BSI's portfolio properties and work with the Development Director and Developers to resolve potential bookkeeping, accounting, and cash management issues
 10. Prepare surplus cash projections and distributions
 11. Transition development accounting to property operational accounting and into asset management
- E. Administration: Oversee all BSI financial and operational team members, coordinating activities and responsibilities. Tasks associated with these responsibilities may include:
1. Participate in the recruitment, interviewing, selection, onboarding and training processes for all financial and operational staff members at BSI
 2. Supervise the office management function, ensuring efficient purchasing of common supplies and equipment for BSI's office
 3. Coordinate financial and operational team work activities through team meetings, shared responsibilities, mutual trust, respectful communications, and positive role modeling
 4. Cultivate a positive and respectful work environment which permeates team member interactions including clients, vendors, property managers, investor partners, and contractors
 5. Cross train team members in the tasks and responsibilities of various team member roles
 6. Provide performance feedback and coaching including performance documentation of BSI financial and operational staff members
- F. BSI Team Accountabilities: Support the team and the mission of Beyond Shelter, Inc. Expectations in support of this include:
1. Taking a leadership role in the affordable housing community to identify opportunities and overcome challenges in fulfilling our mission
 2. Communicating in a timely and respectful manner with all BSI team members and community partners
 3. Cross train, as deemed appropriate by the CEO, in the tasks and responsibilities of various team member roles
 4. Maintaining and safeguarding appropriate confidentiality and accuracy of all financial transactions among the varied community partners contracting with BSI
 5. Seeking out opportunities for professional development and community networking through continuing education and attendance at professional conferences
 6. Establishing and protecting the integrity and reputation of BSI in the affordable housing community
 7. Follow all BSI procedures and policies as outlined in the BSI Handbook and related documents

MINIMUM REQUIREMENTS:

Education: Bachelor's degree in accounting, finance or business administration, CPA designation highly preferred

Experience: Five years of progressively responsible financial leadership role, preferably in real

estate development or property/construction management
Experience in managing a professional team preferred

Valid driving license and proof of automobile insurance coverage
Must pass criminal background investigation, credit check, and driving record review

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to operate at both strategic and operational levels
- Ability to perform a variety of work requiring independent judgment
- Ability to properly account for multiple projects at varying stages of development
- Ability to multi-task, work under pressure and meet deadlines
- Ability to contribute effectively within a team-based working environment with co-workers, development partners, other agencies and the public
- Knowledgeable about economic and accounting best practices
- Ability to develop, analyze and explain complex financial records and reports
- Ability to clearly communicate with BSI team, development partners, other agencies, and the Board of Directors.
- Working knowledge of current office methods and procedures including appropriate computer hardware and software

Equipment operated: Laptop/Tablet and personal computer, calculator, copier, scanner

PHYSICAL/ENVIRONMENTAL REQUIREMENTS:

Communicating clearly, seeing/observing, hearing/listening, thinking, concentrating, reading, fingering, handling, feeling. Typically sedentary work exerting up to 10 pounds of force occasionally. Work is primarily in climate-controlled area with office equipment level of noise. Position requires occasional visits to construction sites or community gatherings. Periodic weekend or evening work may occur. Some travel may be required.

Date Accepted: _____

Approved by: _____

Revised by: Jane L. Pettinger, *Improving Human Resources*