



Vice President of Finance

Department: Finance
Reports to: Chief Executive Officer
FLSA Status: Full Time Exempt

Position Summary: As a the leader of SAHA's finance team, the Vice President of Finance is responsible for oversight of all finance, accounting, and related reporting activities and provides staffing to the Finance and Audit Committees of the Board of Directors.

The VP of Finance has functional responsibility for corporate accounting, accounts payable, accounts receivable, banking and treasury management, grant accounting and property financial statements for partners, investors and financial institutions and the Board of Directors. The VP of Finance leads all day-to-day accounting operations and directly supervises the Corporate Controller and the Senior Accounting Manager of Properties and Development. The VP of Finance is responsible for the overall performance of the finance department, which currently consists of 15 regular full time staff employees.

The VP of Finance will ensure that SAHA has the internal controls, systems and procedures in place to support effective financial operations and safeguard assets. As a member of the Senior Management Team, The VP of Finance will work closely with department directors and staff, both to provide information on finance and accounting procedures and to continue to explore how the finance function can support the organization and to support its future growth and business planning efforts through modelling and analysis

Primary Duties and Responsibilities include but are not limited to the following:

Leadership and Supervision of the Finance Team: Inspires and holds staff accountable for a high level of performance, teamwork and customer service. Directly supervises two management roles within the department and is responsible for supervision including, but not limited to providing regular ongoing feedback, coaching and mentoring, writing and conducting performance reviews and developing goals. Implements staff development and training programs to maximize staff performance and reach organizational goals.

Accounting Oversight - Corporate, Property Accounting and Development Accounting, Accounts Receivable and Accounts Payable: Oversees all accounts, ledgers, and reporting systems ensuring compliance with GAAP and all regulatory requirements.

Banking and Treasury Management: Monitors and manages cash flow to ensure timely collection of revenue, repayment of receivables and control of expenses. In conjunction with Real Estate leads, represent company to financial institutions, lenders investors, auditors and outside agencies.

Budgeting - Preparation and Tracking: Oversees and leads annual corporate budgeting and planning process. Coordinates property budgeting with Asset Management and Property Management leadership teams and reviews all financial plans and budgets and monitors progress and changes, and keeps senior leadership team abreast of the organization's financial status.

Modeling and Forecasting: Develops financial business plans and forecasts for the organization. Collaborate with department heads on development of department specific growth and operation plans, forecasting and tracking. Coordinate the development and monitoring of budgets, including property-specific budgets.

Internal Controls and Accounting Procedures: Develops, implements, documents, and maintains current internal controls and procedures that provide fiscal control and safeguarding of assets. Ensures that all significant accounting procedures are documented in the accounting policies and procedures manual.

Audit Oversight: Oversees and ensures that all external corporate, property, and grant audits are completed within the prescribed timeline for the various entities we well as for new project cost certifications. Works with the board audit committee to facilitate regular meetings and remains up-to-date on nonprofit audit best practice and federal and state law.

Reporting - Lenders, Investors, and Board of Directors: Prepares, analyzes and presents financial reports in an accurate and timely manner. Clearly communicates monthly, quarterly and annual financial statements as required. Presents reports to Board of Directors' finance and audit committees. Engages with the board finance on overall financial strategy and future planning.

Investment Portfolio: Oversees the third party management of SAHA's investment portfolio. Meets regularly with manager to assess current positions and make modifications based on manager recommendations.

Grants: Participates in the review of government and philanthropic grant proposals as they relate to the finance function. Responsible for the administration of, reporting on, and compliance with grant requirements as they relate to the finance function.

Additional duties as assigned by management.

Qualifications: Skills, Knowledge and Abilities

To perform this job successfully, an individual must be able to perform each duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Requirements:

- Bachelor's Degree in Accounting or Finance and a minimum seven to ten years of accounting and finance management experience or equivalent experience.
- Minimum five years supervisory experience. Previous experience leading management staff preferred.
- Experience in multi-site accounting budgeting, and audits.
- Experience in Real Estate accounting strongly preferred.
- Experience with HUD, Low Income Housing Tax Credit Program and other affordable housing funding programs as they relate to finance and regulatory compliance.
- Experience with and knowledge of federal grant compliance.

Additional Requirements, Abilities and Attributes:

- Effective interpersonal skills with the ability to work well with various levels of internal and external stakeholders.
- Effective written and oral communication & presentation skills with ability to effectively present information.
- Ability to interpret HUD and other documents, write reports, handle correspondence, and write procedure manuals.
- Understanding of the affordable housing development finance process.
- Excellent analytical and problem-solving skills.
- Strong computer skills in MS Office (Excel, Word and Outlook). Proficiency with Yardi accounting and property management software with advanced knowledge of accounting and reporting software.
- Ability to effectively supervise staff, team build, train and coach others.

- High attention to detail and strong organizational skills with the ability to perform multiple functions simultaneously in a timely manner.
- This position requires initiative and follow-through on all tasks.

Certifications or Licenses:

- CPA preferred

Supervisory Responsibilities:

Directly supervises:

- Corporate Controller
- Senior Accounting Manager-Properties & Development
- Indirectly supervises the entire accounting team.

Mathematical Skills:

- Strong financial analysis skills with ability to understand and use statistics, algebra, and probability analysis.

Physical Demands:

- Frequent and daily use of computer and keyboarding data while sitting or standing at a desk/workstation.
- Frequent and daily use of telephone and/or teleconference software. We currently use Zoom at SAHA.
- Intermittently twisting to reach objects near the desk, standing, walking, bending reaching and occasionally lifting or moving objects which may weigh up to 15 pounds.

Work Environment:

While this job is typically conducted in an open office environment where noise and temperature variations are minimal. Teleworking is available approximately 2-3 days a week, however, this may change based on department and organization. This role may also include peaks of stress related to audit and other deadlines.

This job description is not inclusive of all responsibilities, skills, requirements, efforts or working conditions associated with this position. While this job description is intended to be an accurate reflection of the current position, management reserves the right to modify the position or to require that other or different tasks be performed when circumstances change. This job description replaces all previous descriptions for this position.

Satellite Affordable Housing Associates is an Equal Opportunity Employer.