



## **JOB SUMMARY**

CPAH is looking for compassionate people who want to make a difference and help ensure that everyone has a place to call home. The Director of Finance is responsible for overseeing the general ledger, producing financial reports for all internal and external financial statement users, and supervising the day-to-day operations of the financial reporting and accounting functions for the organization. S/he will manage budget oversight and actual expenses for the operating fund and grant programs. This position reports to the Chief Operating Officer and is responsible for the accounting team. Nonprofit Finance experience, progressive supervisory experience, and passion for CPAH's mission are required.

## **Responsibilities**

Manage accounting staff, bank accounts, general ledger, and reporting systems, ensuring compliance with GAAP standards, regulatory requirements, and rules for non-profits

- Direct annual audit and 990 processes, serving as the principal liaison to the external audit firm
- Perform grant administration (invoicing/vouchering), accounting, and budgeting
- Provide advice and counsel regarding financial issues and controls to the President and Chief Operating Officer
- Oversee and manage the general ledger and budget management functions, including approving payments, processing payroll, preparation of journal entries, account reconciliations, and entering the annual budget
- Prepare monthly and annual financial statements for review, (including explanations for variance analysis) and prepares cash flow analysis
- Provide financial reports and analysis to the President & COO, Finance Committee and Board of Directors
- Maintain compliance with accounting standards, government regulations, and tax laws
- Develop procedures and systems for use in ensuring financial controls and availability of data for analysis
- Assist, as assigned by management, with property development efforts
- Crosstrain to provide backup coverage for the Bookkeeper as needed
- Perform other duties as assigned by the Chief Operating Officer

## **Standards and Core Competencies**

- Ability to promote excellent performance in self and others
- Ability to solve problems independently, effectively, and creatively
- Demonstrates attention to details
- Ability to conduct research, study and synthesize data, and establish priorities, strategies, policies, and procedures
- Highly organized with proven ability to manage multiple high priority projects
- Demonstrates outstanding accounting and financial management skills
- Analytical Thinking
- Continuous Learning
- Developing Others
- Financial & Management Accounting
- Using Financial Information
- Using Information Technology

## **Education/Experience**

- Bachelor's degree/Accounting major required; Master's degree and CPA preferred
- Nonprofit experience required
- QuickBooks or RealPage experience a plus
- Minimum of five years of progressive financial management and supervisory experience
- Computer literate and ability to learn accounting software and database

## **Scheduling & Compensation**

CPAH's standard office hours are Monday through Friday 8:30am – 5:00pm. This role is full time. Remote or hybrid work from home may be arranged. Alternative work schedules may be approved by the Chief Operating Officer. Competitive salary \$85,000 - \$90,000, commensurate with experience, with benefits, including health, dental, life and 401K match.

**To Apply:** Send cover letter, resume and salary requirements to [ranthony@cpahousing.org](mailto:ranthony@cpahousing.org)

CPAH is committed to the principle of equal employment opportunity. All qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, sexual orientation, or gender identity.