



As a collaborative of congregations united in action, we create homes and advance equitable housing.

Controller

The Organization

Beacon Interfaith Housing Collaborative has a vision that 'all people have a home'. We are a collaborative of congregations who together build affordable and supportive housing, shelter families, and organize to impact housing policy. Beacon is a unique organization – an experienced nonprofit housing developer leveraging the power of congregations to create the public will needed to build and sustain affordable housing. Our focus is on households who make less than \$25,000 a year, and those who are experiencing homelessness.

The Beacon office is located on University Ave & 280 (along the Metro Green Line), convenient to both Minneapolis and St. Paul. For more information, check out www.beaconinterfaith.org.

The Position

Reporting to the CFO, the Controller will be responsible for oversight of all finance, accounting and reporting functions. Supporting the CFO, the Controller will ensure the accuracy of the general ledger and compliance with GAAP. Additionally, the Controller will assist the CFO in Finance & Administration policy development.

The Controller will lead all day-to-day accounting and finance operations and supervise a small team of accounting staff, including, functional responsibility over accounting, accounts payable, accounts receivable, ledger management, and reporting. The Controller will ensure that Beacon has the systems, procedures, and documentation in place to ensure strong internal controls and accuracy of information. The Controller will produce needed financial statements, reports, budgets, 990, coordinate the annual audit, and forecasts. The Controller will be responsible for preparing the required audit schedules and the associated notes. The Controller will also serve as primary back-up and coverage for payroll and benefit administration.

This is a full-time position, and is eligible for health benefits, our retirement plan, and paid-time off. The annual salary range for this position is \$75,000 - \$90,000.

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Qualifications

- Bachelor's degree in Accounting. CPA preferred.
- 5+ years of supervisory experience in accounting and financial management.
- 6-10 years of experience in advanced accounting, preferably in Non-profits or public sector.

Duties and Responsibilities

Management

- With the CFO, plan for the strategic growth of the organization through financial forecasting, risk management and growing the organization's financial and administrative capacity.

Financial Oversight

- Develop and distribute timely and accurate financial statements and internal financial reports from BlackBaud Financial Edge system, reviewing the entry of all financial transactions entered by the staff.
- Ensure the appropriate use and recording for funds, grants and donations.
- Manage annual independent audit and ensure its completion on a timely basis. Ensure all other regulatory or other compliance filings are completed on a timely basis.
- Assist in the development of the annual budget for the organization, preparing reports for committees and the Board as needed and overseeing entry into the accounting system.
- Manage the financial assets and maintain appropriate and effective internal controls for accurate recording of revenue & expenses and assets & liabilities in accordance with generally accepted accounting principles.

Financial Activities in Coordination with Other Departments

- In conjunction with Housing & Shelter Operations department, ensure the financial accuracy of the financial statements of the properties & oversee the consolidation of the property financials.
- In conjunction with the Housing Development department, provide for the financial tracking of predevelopment receivables and acquisition financing.
- In conjunction with the Advancement department, ensure the timeliness, accuracy & quality of gift & pledge entry into Raiser's Edge and integration into Financial Edge.

Office Management & Administration

- Manage leases and contracts for office space and equipment
- Manage office space to provide productive work environment for staff
- Develop administrative protocols that provide procedures for staff to secure approval in an organized and timely manner.

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Staff Supervision

- Build and maintain a stable high performing staff team.
- Define clear staff roles and responsibilities and prioritize work assignments to achieve departmental goals.
- Hire, evaluate and terminate staff according to organizational policies and procedures.
- Ensure that staff receives adequate training and professional development.
- Promote a positive working environment through team building and employee appreciation.

All employees are expected to:

- Work across internal Beacon departments to ensure smooth coordination of resources and strategy development.
- Represent Beacon, its mission, vision and goals in the broader community.
- Work effectively and respectfully with individuals without regard to race, color, creed, religion, national origin, marital status, political affiliation, sexual orientation, status with regard to public assistance, membership or activity in local commission, disability, sex and/or age.
- Work within all agency policies, government regulations and the law.
- Perform other tasks, responsibilities, and special projects as assigned or directed.

If you are excited about being part of an organization with a big goal and collaborative spirit, learn more about Beacon and this position at www.beaconinterfaith.org. Please submit a resume with cover letter to HR@beaconinterfaith.org.

Beacon strives to be an authentically inclusive organization. As an equal opportunity employer, Beacon does not discriminate against candidates on the basis of race, color, creed, religion, national origin, sex, age, physical or mental disability, veteran status, gender identity or expression, or sexual orientation. We affirm that all people are valuable and deserve respect, we welcome diverse perspectives and backgrounds, and foster an inclusive and collaborative environment as we work together on our vision that “All people have a home”. Women, people of color, LGBTQ+ individuals, and members of other minority or marginalized groups are strongly encouraged to apply.

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