



Job Description

Title: Accounting Manager
Reports to: Executive Director

Start Date: July 1, 2019
Pay Range: \$30-\$60K, PT to FT

About Durham Community Land Trustees, Inc. (DCLT):

DCLT is a community-based nonprofit organization with a mission to build strong communities by developing, managing and advocating for affordable housing that offers Durham residents with low and moderate incomes a stable foundation for achieving economic security. DCLT was established by neighborhood residents of the West End who demanded better housing conditions. For over 30 years, DCLT has utilized the community land trust model as a strategy for fostering long term affordability in Durham and as a barrier to gentrification. DCLT has developed 286 properties for permanent affordability in seven neighborhoods: West End, Lyon Park, Burch Avenue, Morehead Hill, Lakewood Park, East Durham and Southside. www.dclt.org

Summary of Responsibilities:

The Accounting Manager is responsible for overseeing the daily, monthly, quarterly and annual accounting and financial activities of DCLT. This position provides supervision to the staff providing A/P, A/R, payroll, and human resources. Other responsibilities include the full range of general ledger accounting, managerial analysis, and financial reporting. This individual has the primary responsibility for DCLT's financial accountability to both internal (staff and Board) and external stakeholders (funders, partners, etc.), is the primary liaison to the external auditors and serves as a member on various strategic and operations teams. This position reports directly to the Executive Director.

Responsibilities include:

Accounting Management:

- Review A/P, A/R, deposits, and payroll for accuracy.
- Work with Property Manager to prepare and monitor Receivables aging.
- Perform Bank reconciliations. Monitor banking relationships for cost-effectiveness and security; recommend changes and diversification as needed.
- Prepare and enter general ledger entries and adjusting entries in a timely and accurate fashion.
- Manage comprehensive reporting for restricted and unrestricted money, enabling compliance with IRS and funding requirements.

- Monitor cash flow across all business lines, and make forecasts and recommendations to Executive Director and Finance Committee to ensure adequate reserves and cash flow.
- Prepare monthly and year-end closeouts, so that reports and audit are produced on time.
- Develop and produce managerial analysis and reports for Executive Director, other staff, and Finance Committee.
- Function as the principal staff liaison to the Finance Committee of the Board of Directors.
- Produce financial information for Finance Committee, Board of Directors, and external funding and regulatory partners in a timely fashion.
- Prepare drafts of annual organization Operating, Construction, and Development budgets in support of Executive Director and consistent with Strategic Plan.
- Manage annual audit and Form 990 process with external accountants to ensure accurate and timely completion and distribution.
- Manage conversion and integration of accounting function with property management and asset management tools.
- Maintain regular updates to Accounting Manual. Monitor Chart of Accounts for consistent use and applicability.
- Perform other duties as required.

Managerial Duties:

- This individual will be responsible for collecting and providing key information from/to many areas of the organization.
- As member of DCLT's Management Team, assists the Executive Director in developing accounting and finance policy recommendations to the Board of Directors and in implementation of Management Team and Board decisions as required.
- Responsible for monitoring progress toward overall objectives and adjusting plans as necessary to accomplish them.

Knowledge:

- Familiarity with activities, programs and mission of DCLT.
- Commitment to and experience in community development and working in multi-cultural organizations and communities.
- Excellent grasp of real estate development, real estate finance and accounting systems and procedures.
- Knowledge of the agencies and institutions involved in community development in Durham.
- Familiar with applicable public reporting requirements and regulations.
- Knowledge of the tax credit program and various subsidy programs.
- Excellent computer skills in word processing, spreadsheet and data base applications

Skills:

- Proven ability to take a leadership role, plan, and direct the work of others.
- Proven ability to express thoughts, perceptions, and ideas clearly and concisely, orally and in writing.
- Proven ability to elicit and support enthusiasm, commitment, and productive behavior from others to accomplish specific results through their efforts.
- Proven ability to anticipate, identify, and analyze problems and opportunities, establish priorities, and efficiently allocate resources.
- Proven ability to delegate and coordinate the work required to meet overall objectives within specified time and budget.
- Proven ability to maintain the flexibility necessary to adapt, respond, and meet the needs of the organization.
- Demonstrated ability to review and measure progress against specific criteria and to take necessary corrective action.
- Ability to work with, understand people of all ethnic backgrounds, and understand the problems of residents.

Supervision Received:

This person will work with the Executive Director, and be guided by financial information needs and strategic policy. The individual will uncover and resolve issues with financial accounting; share responsibility with the Asset Manager for interface between financial and property and asset management tools; and make recommendations to the Executive Director for improvements.

Supervision Given:

This position will supervise and work closely with the Business Manager. The Accounting Manager will be responsible for the annual performance evaluation of the Business Manager.

Contacts:

Works cooperatively with several departments within the organization. Employee must maintain professional relationships with internal employees at all levels; with board members, volunteers, and residents and with external vendors, contractors, suppliers, customers, or others involved in organizational operations.

Working Conditions:

Most work is in an office setting.

Preferred Candidates will have:

Education:

Bachelor's degree in accounting with 3-5 years' experience managing day to day accounting operations. Graduate level training a plus.

Experience:

- Supervisory experience required.
- Experience in accounting functions such as payroll, accounts payable, billing, accounts receivable, general ledger, and financial statement preparation.
- Experience managing financial software packages in all accounting and financial areas and ability to train others.
- Must have excellent math and organizational skills.
- Must be able to process data in a timely and accurate manner.
- Must be able to work independently.
- Must have excellent communications skills in English both oral and written.
- Must be able to interface with all levels of team members and residents in a professional manner.
- Must be able to work with others in a team environment.
- Ability to maintain confidentiality of information.

Other:

Resident of Durham or adjacent Cities preferred.

Please submit Cover Letter and Resume to: programasst@dclt.org

Deadline for submission: June 7, 2019.