

East Orange Housing Authority (EOHA)
Job Description - Controller

Summary

The Controller manages the finance department and is responsible for managing the finance team to ensure that work is properly allocated and completed in a timely and accurate manner. This position addresses tight deadlines and accounting activities including general ledger analysis, financial reporting, year-end audit preparation and budget and forecast activities. The Controller will have contact with senior-level management including the Executive Director and Board of Commissioners, which requires strong interpersonal communication skills both written and verbal. This is a full-time exempt position with full benefits. The position reports directly to the Executive Director.

RESPONSIBILITIES & DUTIES

- Ensure an accurate and timely monthly, quarterly and year-end close.
- Ensure the timely reporting of all monthly, quarterly and year-end financials.
- Manage daily banking requirements.
- Supervises the payroll, accounts receivable and accounts payable functions.
- Prepare annual budget and forecasting activities.
- Prepare monthly financials for distribution to management and funders.
- Manage year-end financial audits for four entities.
- Perform risk management functions to ensure assets and adequately safeguarded.
- Monitor & maintain the general ledger to ensure all financial reporting deadlines are met.
- Provide training to new and existing staff as needed.
- Oversee reconciliation of bank accounts
- Oversee NJ State Public Employee Retirement System reporting in the State IROC system.
- Oversee accurate and timely Section 8 Voucher Management System (VMS) reporting.
- Advises staff regarding the handling of non-routine reporting transactions.
- Work with each direct report to establish goals and objectives for each year and monitor and advise on the progress to enhance the professional development of staff.
- Handle personnel issues relating to staff conflicts, absenteeism, performance issues, etc.
- Monitors and analyzes department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy.
- Oversee NJ State Public Employee Retirement System reporting in the State IROC system.
- Oversee accurate and timely Section 8 Voucher Management System (VMS) reporting.
- Perform related duties.

QUALIFICATION AND EXPERIENCE

- A bachelor's degree in accounting. An advanced degree a plus.
- Five to seven years prior experience working in the financial reporting/general ledger area.
- Ten years combined accounting experience in property management and/or non-profit setting may count in lieu of a college degree.
- Must be computer proficient with experience with Tenmast or other large, automated accounting.
- Must have strong Microsoft Excel, Word and Outlook skills.
- Strong verbal and written communication skills.
- Strong interpersonal, supervisory and customer service skills required.
- Ability to multi-task, work under pressure and meet deadlines required.