



Job Description Updated January 2016

JOB TITLE: Director of Finance

DEPARTMENT: Administrative Department

REPORTS TO: Chief Executive Officer

SUPERVISES: Controller, Asset Manager, Accounting Assistant

STATUS: Full-time exempt **GRADE:** 7

OVERVIEW: The Director of Finance is a creative, methodical thinker who will use their knowledge in financial planning and accounting to maximize the impact of Urban Edge's programs and projects. S/He is a resource to senior staff team members as they operate their respective business lines. As a member of the Senior Management team, the Director of Finance works to develop strategic directions for Urban Edge while exemplifying strong leadership practices to colleagues and other staff. The Director of Finance is the primary staff person that interacts with the Board of Director's Finance Committee. S/He is a supportive supervisor that develops staff skills and mentors staff throughout the agency. This position will report directly to the Chief Executive Officer.

RESPONSIBILITIES:

FISCAL OPERATIONS:

- Oversee preparation of weekly, monthly, quarterly and annual financial reports including consolidated financial statements. Oversee preparation and timely submission of calendar year end audits for limited partnerships and the consolidated fiscal year end audit which includes Urban Edge operations. Monitor key financial indicators and ratios and recommend and take actions required to maintain or improve those indicators.
- Develop and implement policies and procedures to ensure compliance with federal, state and local regulations that govern accounting for non-profits in general and specific to real estate, grants management and lending. Establish appropriate controls and processes to enhance efficiency and sound fiscal operations while adjusting to organizational growth.

- Supervise the management of cash flow, accounts payable, accounts receivable, invoicing, expense reports and payroll for Urban Edge and its affiliates. Ensure that all inter-company activity between Urban Edge and its affiliates is reconciled monthly.

FISCAL/ASSET MANAGEMENT

- Prepare organization's budgets, both operating and capital, including a cash budget. Monitor and report on quarterly budget to actual activity for Urban Edge and its affiliates. Analyze cash needs for all entities and secure and manage corporate lines of credit to meet the needs.
- Work with Asset Manager and others to ensure that systems are in place to maximize revenue, minimize expenses, and meet capital requirements for all Urban Edge-managed properties. Work with Asset Manager to ensure loan covenant compliance, manage loss prevention programs, and constantly evaluate the impact of changes in relevant laws and regulations. Staff the internal asset management team meetings as well as the board's asset management committee meetings. Ensure property's perform and deliver on anticipated physical, social and financial goals.

ORGANIZATION PLANNING AND SUPPORT

- Work closely with Senior Management and program directors to timely and accurately report on financial implications of programmatic activities. Establish effective, user friendly reporting systems for forecasting and multiple variance analysis for program managers to measure programmatic progress and success.
- Design and maintain accounting reporting system for real estate development projects in every stage of development to accurately manage and track financial activity. Ensure transactions are recorded in the appropriate project accounts and that resources are used in accordance with any restrictions placed upon them. Supervise staff and auditors to complete project cost certification in a timely manner while working with real estate, asset management and property management staff to ensure a smooth transition between the development and operation phase of real estate projects.

RELATIONSHIP DEVELOPMENT AND MANAGEMENT

- Provide direction, professional development and growth opportunities for all finance staff. Evaluate staff performance regularly to ensure that they are growing appropriately and meeting the goals of the organization. Act as mentor to staff and peers to enhance leadership development in particular areas of expertise. Work in close collaboration with all members of the Urban Edge team in a manner which reinforces the culture of entrepreneurship, commitment and fun.
- Actively participate in Senior Management teams' oversight of Urban Edge's policies and procedures. Work closely with Senior Management team to develop and implement

strategic opportunities within the context of existing resources. Report to Senior Management team and Finance Committee weekly, monthly and quarterly “indicators” developed to provide financial overview with particular focus on cash flow, programmatic changes and reporting.

- Work closely with Chief Executive Officer, Chief Financial Officer, Board President, Treasurer and Finance Committee members to increase the capacity of all board members to analyze and evaluate Urban Edge’s financial condition and make strategic decisions based on the information available.
- Act as liaison and manage relationships with all external parties that are critical to the fiscal management of the organization including auditors, banks, investors, philanthropic investors, and program partners.

Additional Responsibilities:

- Attend and participate in departmental, organization-wide and other meetings.
- Act in the best interest of the organization, reflecting the values of teamwork, collaboration and mutual respect.
- Perform other duties as needed or directed.

QUALIFICATIONS:

- Seven (7) years or more of progressive experience in a senior finance position in a complex, demanding environment with a large budget and multiple revenue sources. Ideally this experience will be within a community development corporation, or real estate development/property management company, with a similar mix of activity. Three (3) years or more of experience supervising a small, yet diverse staff. Advanced degree in Accounting, Finance, CPA (certified public accountant) or CMA (certified management accountant) preferred.
- Thorough knowledge of finance, accounting, budgeting, internal auditing and cost control principles including Generally Accepted Accounting Principles (GAAP). Familiarity with programs utilized to support community development activities such as the Low Income Housing Tax Credit, HOME, CDBG and New Markets Tax Credit is a plus.
- Strong knowledge of financial and accounting software and systems, relevant database and spreadsheet software applications. Demonstrated ability to create, upgrade and work with complex accounting and reporting software systems and programs.
- A proven track record introducing and managing change in an organization of similar size and scope. Superb listening skills and an open customer service orientation towards supporting the efforts of fundraising, real estate development, property management, asset management, lending and administrative staff.

- Outstanding interpersonal skills and a demonstrated ability to interact professionally with culturally diverse staff, partners and clients. The intellectual and emotional resources to work closely in a demanding, fast-paced setting with a wide range of highly intelligent, sophisticated partners and colleagues.
- Excellent ability to be a resource and strategic partner to Senior Management team and Board as they design and implement programs to meet the organization's mission. Demonstrated ability to communicate effectively and with clarity to a variety of audiences both in writing and orally.
- High personal and professional standards and a reputation for honesty, integrity and excellence. Equal parts humor, patience, and tenacity along with an abundance of common sense and good judgment. Strong team orientation with the ability to respond to emergency situations calmly, quickly and with a clear solution focus.

Application Information

Please forward resume and cover letter to careers@urbanedge.org. You may also mail to Resumes at Urban Edge at 1542 Columbus Avenue, Roxbury, MA 02119.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.
