



Job Description
Revised: June 2026

JOB TITLE: Assistant Controller

DEPARTMENT: Finance

REPORTS TO: Director of Finance

STATUS: Full-Time, Exempt **Grade: 6**

Organizational Background

Urban Edge is one of the largest not-for-profit community development corporations in Massachusetts. We are located where Boston’s Latin Quarter meets its historic African American neighborhood, at the crossroads of Jamaica Plain and Roxbury, in Jackson Square. We aim to foster diverse urban neighborhoods of choice populated by resilient families and sustained by dynamic webs of community relationships. To achieve this goal: **we build** quality affordable housing for low- and moderate-income households; **we advise** hardworking families on homeowner services, financial education, taxes, and student loans; and **we organize** neighbors to become leaders of community change.

Urban Edge has an annual operating budget of over \$7.1 million and employs a staff of over 30. We have developed nearly 1,500 units of affordable housing and maintain a portfolio of over 1,400 units. Residents of our housing and our community are diverse and multilingual. In 2024, we anticipate serving more than 2,500 families.

Position Summary

The Assistant Controller supports daily accounting operations for the organization and its affiliated entities. Reporting to the Director of Finance, this role oversees general ledger activity, cash management, monthly close, reconciliations, audit support, and financial reporting across nonprofit, affordable housing, and real estate development entities.

General Accounting and Cash Management

- Manage cash activity, including receipts, transfers, and recurring cash reporting
- Prepare journal entries and support monthly, quarterly, and year-end close
- Reconcile balance sheet and intercompany accounts and maintain related schedules
- Maintain bank records, the chart of accounts, and general ledger integrity in accordance with GAAP

Development and Real Estate Accounting

- Track intercompany balances and recurring entity transactions, including advances and loans
- Coordinate financial data and reconciliations with real estate development, asset management, property management, and related entities

Reporting, Administration, and Systems Support

- Reconcile grant, contribution, and other revenue activity to the general ledger
- Provide financial reporting support to leadership and internal departments
- Maintain accounting system data, including companies, accounts, properties, grant codes
- Provide backup support for selected finance and payroll administration processes
- Maintain vendor records and support invoice coding, approvals, payment processing, and accurate expense coding

Audit and Compliance

- Prepare audit schedules, workpapers, and supporting documentation for organizational and property audits
- Coordinate audit and compliance requests with internal and external stakeholders
- Track audit deliverables and compliance requirements through completion
- Support surplus cash distribution schedules and approvals

Qualifications

- Bachelor's degree in Accounting, Finance, or a related field
- Certified Public Accountant (CPA) designation preferred
- Four or more years of progressive accounting experience, preferably in nonprofit, real estate, affordable housing, or multi-entity environments
- Strong knowledge of GAAP, general ledger accounting, reconciliations, and month-end close
- Experience supporting audits, intercompany accounting, and financial reporting
- Proficiency with accounting systems and advanced Excel skills
- Strong analytical, organizational, and communication skills, with sound judgment and discretion
- Ability to manage multiple priorities independently and collaborate effectively across teams

Compensation and Benefits

The anticipated salary range for this position is \$100,000 to \$115,000 annually. Actual salary will be determined based on experience, qualifications, and organizational needs. Urban Edge Housing Corporation offers a competitive benefits package, including medical, dental, vision, retirement savings, paid time off, and other employee benefits.

Work Location

This position is eligible for hybrid work arrangement. Employees are expected to maintain a regular in-office presence, with the opportunity to work remotely on approved days, based on departmental and organizational needs.

Application Information

Please submit your resume and cover letter to careers@urbanedge.org, or mail application materials to Urban Edge, 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.
