



**Position Title:** Controller

**Reports to:** Executive Director

**Supervises:** Finance Team

**FLSA Status:** Exempt

**Schedule:** Monday-Friday

**Compensation:** Salary, \$75,000 - \$85,000, DOE plus benefit package that includes medical and dental insurance, 401k

**Overview:** The Neighborhood Housing Services of San Antonio (NHSSA) is in search of a highly motivated and experienced Controller to help meet its mission of “Building Successful Families and Communities through Housing Opportunities.” NHSSA has built a strong track record over the last 39 years and has constructed almost 300 new homes, rehabilitated over 100 existing homes, and processed more than 1,200 loans totaling more than \$12 million.

As the Controller, you will oversee the organization’s financial and administrative functions, including compliance. Working closely with the Executive Director, you will maintain and recommend improvements to the internal accounting controls system and ensure that the books are kept in compliance with generally accepted accounting principles and uniform guidance principles under 2 CFR 200. You will be expected to supervise other staff in the performance of their duties.

#### **Key Responsibilities and Duties**

- Responsible for the general accounting function, including accounts payable, accounts receivable, general ledger, and taxes.
- Prepare complete and accurate financial statements and other periodic financial reports.
- Develop organizational budget and cash forecasting in collaboration with the Executive Director.
- Maintain the organizational, capital and grant budgets, including budget versus actual analysis.
- Ensure strong internal accounting controls and standards and provides an accounting system capable of generating complete and accurate statements.
- Works with external auditors on annual audit, ensuring correct and timely closing and reporting at year-end.
- Assess current practices and procedures and make recommendations for improvements.
- Perform ad hoc analysis and projects as requested.
- Develop staff by managing performance, setting goals, providing ongoing training, and maintaining strong employee relationships.
- Manage the relationship with Professional Employer Organization (PEO) professional employer services.
- Manage the relationship with external IT consultant.

#### **Qualifications:**

- Bachelor’s degree in Accounting or Finance.
- 5+ years of public accounting experience, including supervisory role.
- Proficiency in bookkeeping and accounting processes.
- Thorough knowledge of U.S. GAAP.
- Possess knowledge of or capable of learning non-profit accounting including restricted and unrestricted funds, revenue releases, project/construction accounting and grant reporting.
- Knowledge of employee relationship-building and performance management techniques.
- Excellent verbal and written communication skills.
- Strong leadership skills with a dedication to driving and achieving results.
- Experience with accounting software (NetSuite, QuickBooks); advanced Microsoft Excel skills.
- High attention to detail and accuracy.

**To apply** - Please email a resume and cover letter to [jobs@nhs-satx.org](mailto:jobs@nhs-satx.org)