



MAPLETON FALL CREEK

DEVELOPMENT CORPORATION

Sr. Accountant/Financial Officer Job Description

Job Summary:

The Sr. Accountant/Financial Officer reports to the Chief Operating Officer and supervises our bookkeeper. This staff member will provide daily organizational support through strategic accounting responsibilities, which include, but are not limited to oversight of fund accounting, grant reporting and tax compliance, including audits performed by various agencies, as well as preparation of financial statements for program development and annual budgeting purposes. The incumbent will be the staff liaison for the Finance Committee and attend board and community meetings when appropriate. Additionally, the Sr. Accountant/Financial Officer will be expected to provide effective & inspiring leadership by being actively involved and developing a broad and deep knowledge of all MFCDC programs.

Primary Responsibilities:

- Supervise direct reports to ensure proper maintenance of all accounting systems and function in the areas of accounts payable, accounts receivable, and payroll. Recommend and enforce MFCDC accounting policies and procedures.
- Provide lead support to the Finance Committee and prepare monthly financial statements for discussion and analysis by management, the Finance Committee and Board which includes an underlying review of accounts for proper recording, comparison to budget, cash flow planning/availability, etc.
- Coordinate preparation and filing of all tax returns including federal and state tax returns, property tax returns, and business entity forms. Tax returns may be prepared by an outside entity.
- Facilitate all audits including external auditors annually and others that arise periodically (IHCD, DMD, etc.).
- Coordinate, prepare and monitor annual MFCDC & Mapleton Properties budgets with other MFCDC staff. Includes accumulating and reviewing submissions from both internal and external stakeholders.
- Reconcile bank statements monthly.
- Provide fiscal agent services according to agreements.
- Perform periodic review of the financial institutions used, exposure to risk (over FDIC limits), etc. Prepare reports as requested by the COO and other members of management.
- Develop and utilize forward-looking, predictive models and activity-based financial analysis to provide insight in the organization's operations and business plans including but not limited to financial business plans and forecasts to create short, medium and long-term financial plans and projections.
- Remain up to date on nonprofit finance best practices and state and federal law regarding nonprofit operations.
- Build relationships that show respect and provide dignity to all neighborhood residents & stakeholders

Knowledge, Skills, and Abilities:

The incumbent should have proficient knowledge in the following areas:

- Managing finance (accounting, budgeting, control and reporting) for a complex nonprofit with multiple funding sources.
- Local, State and Federal housing program funding regulations, especially CDBG, HOME, and Section 42.
- Basic knowledge of real estate principles, practices and laws, finance, development and mortgage/commercial lending procedures.
- Knowledge of practices for sustainable neighborhood development including LEED-ND.
- Help promote a cooperative spirit within the organization.



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The incumbent must demonstrate the following skills and personal attributes:

- Effective fund accounting skills.
- Effective written, verbal, and listening skills with multiple constituencies.
- Ability to establish and maintain effective working relationships with employees, outside agencies, and the general public.
- Ability to plan and manage multiple projects while directing and supervising the work of others.
- Be honest, respectful and trustworthy
- Possess cultural awareness and sensitivity
- Be flexible and able to perform multiple tasks.
- Demonstrate sound work ethics and initiative

QUALIFICATIONS AND EXPERIENCE:

This is an extraordinary opportunity for an individual with extensive accounting experience to further develop an organization that has made significant comprehensive community development impact.

Bachelor's Degree in accounting required, CPA certification preferred.
 Minimum 5-7 years of accounting experience. Non-Profit accounting experience preferred.
 Proficient in Microsoft Office, particularly Excel, required.
 Experience in MIP/Abila, & Buildium software preferred.
 Demonstrated leadership ability.
 Thorough knowledge of all aspects of accounting, internal controls and financial reporting
 Integrity, high morals, and personal dedication are a must.

SIGNATURE & DATES

The following signatures confirm the accuracy and completeness of the Job Description; that essential functions are aligned with organization goals and objectives; and employee understanding of the job requirements. NOTE: Because jobs change, management reserves the right to add to or change the duties of the position at any time.

Employee Date:	Immediate Supervisor, if applicable Date:
Chief Executive Officer Date:	

The signed original copy of this job description will be placed in your Personnel File.