



CONTROLLER



FOUNDED: 1920

BUDGET: ~\$16M

TOTAL FTE: ~200

LOCATION:

**Pioneer Square/
CHA Headquarters**

REPORTS TO:

Finance Director

SALARY RANGE:

DOE

**To learn more
about Compass
Housing Alliance,
click below.**



The Organization

Compass Housing Alliance (CHA) develops and provides essential services and affordable housing for homeless and low-income people in the greater Puget Sound region. CHA envisions a world in which every person lives in a safe and caring community. To learn more about the agency visit www.compasshousingalliance.org.

The Position

The Controller will manage financial reporting and analyses, internal controls, financial compliance, audit and tax functions and will coordinate the daily operations of all accounting functions.

Reporting to the Director of Finance, the Controller leads a team of six accounting staff through three direct reports (Accounting Manager, Financial Services Accountant, and Revenue Accountant) to coordinate Payroll, G/L and Bank Account Reconciliation, Banking Operations, Accounts Payable and Receivable, Rent Collection, and Project Accounting.





Candidate Profile

Collaborative by nature, the preferred candidate is well-versed in accounting systems and internal controls that meet or surpass Generally Accepted Accounting Practices, Uniform Grant Guidance auditing standards and all compliance requirements of public and private funders. As a key resource in the development and implementation of policies, procedures and internal controls for accounting operations, the Controller must be a conscientious listener who strives to understand the perspective of others in daily interactions.

Though the role requires a high degree of technical acumen in finance and accounting, the ideal candidate is a people-person with excellent communication skills, an ever present focus on customer service, empathy, patience, and the desire to educate others about department operations and expectations. As a manager and supervisor, the Controller mentors and develops his or team providing guidance, advice, and learning opportunities through both internal and external trainings.

In addition, the competitive candidate possesses the experience and expertise necessary to support the Director of Finance in developing the annual agency operating budget of \$16M+. He or

she plays a leadership role working with the Accounting Manager and Finance Director to prepare budgets and financial reports for service contracts with the City, County, State, and Federal Government. Across the agency, the Controller participates with the Management team to support the Compass Housing Alliance mission, develop new projects, and implement organization policies.

CHA is both a housing developer/manager and a social services agency. There is a pervasive dedication and commitment to serving others in need, and each employee of CHA brings his or her unique talents and abilities to bear. The Controller serves as a resident expert on Low Income Housing Tax Credits (LIHTC) and must possess experience and expertise preparing financials for funders and LIHTC tax partners ideally gained through working experience with non profits doing property development.

CHA works hard to create and foster a positive, constructive working environment and the Controller must be able to maintain favorable working relationships throughout the agency and promote a cooperative and harmonious working climate conducive to productivity, efficiency, and effectiveness.



Opportunities for Impact

- In the very short term, the new Controller must quickly get up to speed on the day to day operations of the Finance department with an eye on taking over leadership of the team as soon as is practical.
- With an initial focus on the reporting function, the new Controller will lead the effort to identify finance and accounting related processes that need to be improved or enhanced. This will be followed by a "deeper dive" into Finance and Accounting operations to uncover any other opportunities to gain efficiency or improve processes.
- As CHA continues to grow, so will the Finance and Accounting operation and infrastructure. The new Controller will work with the Finance Director to develop the necessary skills, attend appropriate training, and assume higher level responsibilities in order to take on an increasingly robust leadership role.

Qualifications

A Bachelor's degree is strongly desired, and a certification such as a CPA is preferred. Relevant work experience, certifications, equivalent continuing professional development or education, and advanced degrees in Accounting, Finance, Business, or related field will also be considered.

The successful candidate will have at least 5 years of progressive responsibility in all areas of non-profit accounting. In addition, proven experience in a related industry and a working knowledge of Generally Accepted Accounting Principles (GAAP) is advantageous. Experience working in the MIP accounting system is highly desirable, as is familiarity with issues of homelessness, mental illness, substance abuse, sexual assault, and/or domestic violence.

To Apply

Compass Housing Alliance is a progressive employer and is committed to a policy of equal employment opportunity for all. CHA and SQR2 Consulting embrace diversity of thought and personal experience, and encourage members of underrepresented groups to apply. For immediate consideration, please send a cover letter of no more than two pages and a resume to Mr. Ed Rogan, Principal Consultant, Square Two Consulting at ed@sqr-2.com. You may direct your questions to Mr. Rogan via email or by calling 206.697.8428.