



## **Director of Finance Job Description 2021**

### **THE ORGANIZATION**

Founded in 1987, Imagine Housing is the leading nonprofit developer of affordable rental housing in East King County, Washington. With 15 properties in five cities, Imagine Housing provides 639 households – over 1,400 individuals – with high quality affordable housing in one of the most expensive housing markets in the country. Residents include veterans, seniors, survivors of domestic violence, young adults aging out of foster care, individuals coming out of homelessness, and low-income working families. Fifty four percent of the residents identify as people of color, 61% of the households have annual incomes below \$20,000 and more than 120 units are reserved for individuals and families exiting homelessness.

### **POSITION SCOPE**

The Director of Finance works under the direct supervision of the Executive Director and is responsible for overseeing all financial functions including accounting, budgeting, cash management, credit, and tax; and designing and coordinating a wide variety of financial analysis, planning and reports. In partnership with the Executive Director, the position implements the policy decisions and strategic direction set by the Imagine Housing Board of Directors.

This position is responsible for leading the financial management and accounting functions that are critical to realizing the vision and mission of our organization. This includes managing the organizations' financial assets, including federal, state, county, city, and other public funds that support general operations, a Community Housing Development Organization (CHDO), and all legal entities of the 15 properties within the portfolio.

### **MAJOR DUTIES**

The Director of Finance leads and directs the work of others and relies on experience and judgment to plan, establish, and maintain the business organizations of Imagine Housing and Imagine Housing Communities to efficiently carry out their missions.

### **KEY RESPONSIBILITIES**

#### **Finance**

- Responsible for oversight of all financial reporting, accounts receivable, accounts payable, payroll, contract billings, and the annual agency audit.
- Direct oversight of the preparation of annual financial reports and audits, including determining the proper accounting presentation of all necessary schedules and tax returns. Audits include general financial audits as well as local, state, and federal regulatory and compliance audits.

- Develop, implement, and enforce system wide internal controls and accounting policies and procedures.
- Develop and implement sound operational processing procedures and internal controls for all transaction cycles (cash receipts, cash disbursements, accounts receivable, account payable, payroll, fixed assets, contract billing).
- Establishes and monitors monthly, quarterly, and annual closing processes and deadlines.
- Ensures financial statements are adjusted to properly reflect financials within the established deadlines.
- Work directly with the Board Treasurer to plan and lead the Finance and Audit Committee meetings.
- \In partnership with the Board Treasurer, lead the annual budgeting process that covers both legal entities and all 15 properties. Ensure a timely approval of the budgets in order to begin the new year with adequate financial targets.
- Engage in ongoing process improvements that increase efficiency and accuracy in all aspects of accounting processes.

### **Strategic Fiscal Oversight**

- Serve as a key member of the Imagine Housing Leadership Team.
- Provide monthly variance reports to the Department Directors and ensure effective review and management of budget variances is taking place.
- Align financial and administrative practices and resources with organizational objectives.
- Maintain a forward-looking perspective on the fiscal viability of the organization
- Demonstrated financial acumen and analytical capabilities with ability to model new growth scenarios to help business partners make sound financial decisions
- Willingness to be flexible and adaptable to changing external and internal priorities.
- Experience with understanding complex process flows and driving process improvements.

### **Staff Management**

- Demonstrated ability to inspire others; show a strong work ethic; set a positive example by providing assistance, recognition and encouragement; to identify and articulate clear, meaningful goals; to focus the efforts of others, and to quickly adapt well to changing conditions.
- Support and contribute to a creative, collaborative and respectful environment that promotes teamwork.
- Evidence of a management style which successfully builds alliances within the organization.

### **Administrative**

- With consideration of available and projected financial resources, assist in the development of a General Administration staffing plan that considers current and future staff needs
- Provide essential financial analysis of all proposed organizational changes or new projects as they arise

## **SKILLS AND QUALIFICATIONS**

1. The ideal candidate will have a CPA and/or a Masters Degree in Accounting and at least 7 years of related experience

2. Excellent written and oral communications and persuasive skills, including the ability to communicate concisely, to integrate business knowledge and to provide balanced and sound business advice regarding risks.
3. Strong experience working with Financial Accounting packages and financial report writing software
4. Prior Nonprofit accounting and financial management experience is preferred
5. Experience managing an accounting team
6. Enthusiasm working with people
7. Background and experience in affordable housing programs and/or housing development or property management accounting is preferred
8. Strong organizational skills, self-motivated, and ability to prioritize multiple demands and deadlines.
9. The ability to establish, maintain, track, measure, and report to stakeholders the program's objectives

**SALARY AND BENEFITS**

Salary range is from \$94,000-\$110,000. Benefits include paid holidays, sick and vacation leave, generous company-paid medical, dental, vision and life insurance and 401(k) matching contribution.

**WORK SCHEDULE**

Position is a full time, exempt position. Evening and/or weekend hours may be required. Regular daily (work week) presence is required.

**TO APPLY**

Please email resume and cover letter to [eunices@imaginehousing.org](mailto:eunices@imaginehousing.org) Cover letter should include how you learned of this position, why you are an ideal candidate, and your salary expectations. If you have any questions, please call Eunice Springs at (425) 521-5202.

For more information on Imagine Housing, go to [www.imaginehousing.org](http://www.imaginehousing.org)



Imagine Housing provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, compensation, promotion, supervision, transfer, training, benefits, leave of absence, layoff and termination.



Imagine Housing is committed to working with and providing reasonable accommodations to individuals with disabilities. If you need a reasonable accommodation because of a disability for any part of the employment process, please call (425) 521-5202 or send an e-mail to [eunices@imaginehousing.org](mailto:eunices@imaginehousing.org) and let us know the nature of your request and your contact information.

For more information on Imagine Housing, visit [www.imaginehousing.org](http://www.imaginehousing.org)

**PLEASE NOTE:** This position description generally describes the principal functions of the role and the level of knowledge, expertise and practice typically required; it is not designed to contain a comprehensive listing of activities or responsibilities. In addition, this position description does not constitute an employment agreement between the employer and employee and is subject to modification with or without notice.