



Building community from the heart

Company Name/Location: PEP Housing/Santa Rosa, CA
Job Title: Director of Finance
Position Type: Full Time, Exempt
Location: Santa Rosa, CA
Website: www.pephousing.org

About the Company

PEP Housing is in its 43rd year building community from the heart. We are a successful non-profit that builds and manages affordable housing for seniors living on limited, fixed incomes. With 18 properties, over 500 residents and projects under construction, we keep busy!

Our employees are as important as our residents, and our goal is to ensure both have a positive and rewarding experience during their time with PEP Housing. We value our employees, and we take pride in recognizing their outstanding talents and efforts. We are committed to the delivery of superior quality of services based on a foundation of honesty, integrity, and ethical treatment.

PEP's benefits include health and welfare plans (medical, dental, vision, LTD, etc.); retirement plan; work-life benefits (vacation and sick leave and 13 holidays); career development opportunities through mentorships and continuing education programs and a great working environment with professional growth prospects.

Position Summary

The Director of Finance builds and delivers financial policies and strategies that improve the business' financial status; oversees all the financial operations within each department to ensure budgets are managed within established guidelines; analyzes the financial performance of PEP Housing and builds reports for the executive team and Board of Directors to review and provide feedback; oversees accounting, cash management, accounts payable for multiple entities, insurance and payroll and risk management; researches and reviews the organization's statistics to make forecasts and projections that help build more comprehensive budgets; collaborates with executive leadership team to develop and implement strategic and fiscal goals, manage financial risks, provide financial performance and forecasts to the Executive Director and Board of Directors, and act as liaison for all banking/credit facilities and auditors.

Principle Duties and Responsibilities:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Directly supervise accounting staff, mentor, and empower staff. Prepare yearly evaluations and goals for staff.
- Review and approve financial statements; prepare complex entries as needed for multiple entities, including corporations and partnerships.
- Responsible for overall budget preparations and forecasting.
- Prepare financial monthly internal financial statements and quarterly statements for the Board of Directors. Prepare forecasts and other statistics as needed.
- Prepare monthly and quarterly reports to partners and regulators as needed.
- Oversight of cash management and investment management, ensuring funds are invested appropriately.
- Ensure organization's financial practices are in line with statutory regulations and legislation.
- Update and implement accounting policies and procedures.



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- Review and determine status of financial resources and financial results of operation and identify significant trends concerning growth and decline of financial resources.
- Seek out methods and practices to minimize financial risk; establish new internal controls when necessary.
- Contract auditing services; partner with auditors for year-end audits and filing of all applicable reports and taxes.
- Create and maintain relationships with service providers and contractors, including banking institutions, investors, and government employees.
- Review processes and implement efficiencies where needed.
- Oversee and maintain a procedures manual for the finance department.
- Work closely with Director of Housing Development to track new projects, sources and uses and prepare required reporting; assist with monthly draws during construction.
- In conjunction with Human Resources, manage the administration of insurance plans, to include health, property, liability, and workers' compensation; oversee employee cafeteria and simple plans.
- Supervise the establishment and maintenance of essential records and files.
- Assist Executive Director with special projects as directed.
- Member of the Organization's Management team, participate in weekly meetings, strategic planning, etc.
- Attend Board of Directors, Finance Committee and audit meetings, primary financial liaison with Board of Directors.
- Prepare Finance Committee agendas and oversee preparation of minutes; work closely with the Board Treasurer.
- Prepare correspondence in the course of official duties.
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Education, Skills and Experience

- Bachelor's degree in accounting, business, finance, or a related field required; MBA preferred.
- Certified Public Account (CPA) or other relevant qualification preferred: knowledge of Generally Accepted Accounting Principles (GAAP) required. Knowledge of construction accounting.
- Experience in accounting of affordable housing; TCAC and HUD experience preferred.
- Minimum of five (5) years of experience in a senior finance position required.
- Leadership skills and management experience required.
- Understanding of data privacy standards required.
- Experience in the administration of the financial affairs for an organization, i.e., general accounting, financials, A/R, A/P, general ledger, budgeting, allocations, preparation of financial statements, government bank reporting, payroll, and bank account reconciliation.
- Experience with accounting for multiple entities including partnerships and corporations.
- Exceptional communication skills, both written and verbal.
- Must be extremely organized and able to analyze and resolve problems.
- The ideal candidate will be flexible and able to work under strict deadlines.
- Thorough understanding of business principles and practices.
- Must have strong computer skills working with Microsoft Office products, as well as internal and external systems, i.e., Accuchex, Intacct, Boston Post, or familiarity with a property management software.
- Thorough understanding and application of HUD, Fair Housing, Tax credit, RHCP regulations.
- Must possess compassion for elderly and disabled residents.
- Self-starter, able to work independently.



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- This is a hands-on position requiring a thorough understanding of accounting for multiple entities, including partnerships and corporations.
- Additional information in job description.

Qualified candidates can apply by emailing resumes to sharonr@pephousing.org.

We are an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran or disabled status, genetic information, or any other protected category. PEP Housing participates in E-Verify for U.S. citizenship confirmation. Potential employees must submit to all pre-employment processes, to include DMV, reference, and background checks.

COVID-19 considerations:

PEP Housing requires its employees to be fully vaccinated.