



<b>POSITION TITLE:</b>	<b>Vice President and Controller</b>
<b>REPORTS TO:</b>	Chief Financial Officer
<b>JOB CLASSIFICATION:</b>	Full time/Exempt
<b>LOCATION:</b>	New York, NY

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## **The Organization**

### **What We Do**

With residents and partners, LISC forges resilient and inclusive communities of opportunity across America – great places to live, work, visit, do business and raise families.

### **Strategies We Pursue**

Equip talent in underinvested communities with the skills and credentials to compete successfully for quality income and wealth opportunities.

Invest in businesses, housing and other community infrastructure to catalyze economic, health, safety and educational mobility for individuals and communities.

Strengthen existing alliances while building new collaborations to increase our impact on the progress of people and places.

Develop leadership and the capacity of partners to advance our work together.

Drive local, regional, and national policy and system changes that foster broadly shared prosperity and well-being.

Over the last 40 years, LISC and its affiliates have invested approximately \$20 billion in businesses, affordable housing, health, educational mobility, community and recreational facilities, public safety, employment and other projects that help to revitalize and stabilize underinvested communities. Headquartered in New York City, LISC's reach spans the country from East coast to West coast in 36 markets with offices extending from Buffalo to San Francisco. Visit us at [www.lisc.org](http://www.lisc.org)

### **Summary**

The Vice President and Controller will provide leadership and coordination of company financial planning, debt financing, and budget management functions and ensure company accounting procedures and reporting conform to generally accepted accounting principles.

### **Responsibilities**

- Directing all aspects of accounting operations, overseeing all transactions related to general ledger, receivables, payables, and financial reporting.

- Analyzing company's financial results with respect to profits, trends, costs and compliance with budgets. Issue regular status and ad hoc reports to senior management.
- Providing strategic guidance around capital financing options to support company growth needs.
- Developing and coordinating reporting relationships with funders and lending/financial institutions.
- Developing and maintaining all necessary accounting policies and systems, including general ledger and financial reporting. Ensuring that records are maintained in accordance with generally accepted accounting principles.
- Assisting senior management in financial planning and results management. Work with other team members to understand revenue, cost drivers, and define appropriate reports for tracking.
- Coordinating, preparing and reviewing monthly, quarterly, and annual reports.
- Coordinating tax planning, reporting and compliance with all required federal, state, local, property and other applicable taxes.
- Recruiting, training, supervising, and evaluating department staff.
- Providing accounting policy orientation for new staff.
- Monitoring and analyzing monthly operating results against budget.
- Overseeing daily operations of the accounting department.
- Ensuring compliance with local, state, and federal budgetary reporting requirements.
- Assisting in establishing short and long-range department goals, objectives, policies and operating procedures.
- Coordinating financial audits and provide recommendations for procedural improvements.
- Serving on LISC's Audit Committee (and potentially various wholly-owned LLC) committees.
- Participating in evaluating, implementing and maintaining various systems with financial impact.
- Coordinating with Financial Management, Treasury, Grants and Contract Management, Legal, IT and other LISC Departments, as necessary to fulfill any of the above responsibilities.
- Performing other finance and administrative duties as required.

## **Qualifications**

- Bachelor's Degree in Accounting or Business with strong Accounting experience required. Master's degree and Licensed Certified Public Accountant strongly preferred.
- Minimum Ten (10) years' experience in a senior level finance or accounting position. Non-profit experience, preferred. Knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles and federal reporting requirements ("Uniform Guidance").

- Solid experience coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, and accounting for investments.
- General knowledge of automated financial and accounting reporting systems. Knowledge of NetSuite accounting software system(s) highly desirable.
- Knowledge of federal and state financial regulations
- Ability to analyze financial data and prepare financial reports, statements and projections.
- Working knowledge of short and long term budgeting and forecasting, rolling budgets, and product-line profitability analysis.
- Small and large project/program orientation.
- Ability to motivate teams to produce quality materials within tight timeframes and simultaneously manage several projects.

LISC offers a competitive salary and benefits package.

To apply, please send a **cover letter and resume** via email to: [mhearne@lisc.org](mailto:mhearne@lisc.org)  
We thank all applicants for their interest; however only those candidates selected for interviews will be contacted.

**LISC IS AN EQUAL OPPORTUNITY EMPLOYER**

**COMMITTED TO DIVERSITY AND INCLUSION**