



POSITION DESCRIPTION
www.habitatmetrodenver.org

Title: Controller	Employment Status: Full Time
Department: Finance & Administration	FLSA Status: Exempt
Reports to: SVP of Finance & Administration	Supervises: Accounting staff

March 2023

Who You Are:

You're someone who individuals can depend on, but you can also rally a team when needed. You are well versed in the intricacies of organizational finances and enjoy facing unique challenges every day. You're inquisitive and enjoy diving into finer details and making sure data and information is accurate. You're looking for a new position where you can make a difference in your life, the lives of others, and the world. In return, you seek an organization that appreciates your individuality and supports you as a member of a diverse and talented team. People often comment how you're organized, thorough, compassionate, and a true team leader. You know in your heart it's time to find an opportunity to be part of something larger; more impactful. If this sounds like you, please allow us to introduce ourselves.

Who We Are:

Habitat for Humanity of Metro Denver (Habitat Metro Denver) is part of a global, nonprofit housing organization that seeks to put God's love into action by bringing people together to build homes, communities, and hope. Habitat for Humanity was founded on the conviction that everyone needs an affordable, healthy, and stable place to live in dignity and safety, and that affordable housing should be a matter of conscience and action for all. To achieve our vision of a world where everyone has a decent place to live, Habitat Metro Denver builds, renovates and sells homes in partnership with low- and moderate-income families. Habitat Metro Denver is also an advocate for policies that create and preserve affordable housing. We work in neighborhoods across five counties in Metro Denver to not only build, renovate and sell new homes, but also to do critical home repairs to help families stay in their homes longer. Throughout our 43-year history, Habitat Metro Denver has served more than 2,500 households and is the 8th largest producer in the Habitat U.S. network.

How We Succeed Together:

Habitat Metro Denver's **Cultural Blueprint** highlights the specific behaviors and mindsets that support our core values and guide day-to-day decisions, behaviors, and interactions of every person within our organization.



Solid Foundations - Our mission is at the heart of everything we do. We are passionate about our work, our teams, and our relationships.

Innovative Design - We are curious. We embrace change. We take risks and initiative to address a complex social issue – housing. We exemplify grit and determination in our relentless pursuit to ensure everyone has a safe and affordable place to call home.

Open Doors - We welcome everyone. We aspire to be an inclusive organization that celebrates one humanity – where equity, diversity and inclusion are at the core of every facet of our work.

Clear Windows - We approach everyone with kindness, clarity, and transparency. We champion authenticity, illuminate our strengths, and hold ourselves and others accountable.

Supportive Structures - We have each other's backs. We collaborate. Becoming better at what we do takes all of us. By building homes and life-changing careers, we make a transformational difference in our lives and the lives of others.

POSITION OVERVIEW:

The Controller plans and directs all accounting operational functions of the organization including: month-end closing, preparing financial statements, payroll, accounts payable, accounts receivable, construction draws and grant reporting. The Controller will support the management team through timely delivery of financial information including monthly financial statements and analysis and manage the preparation of the annual budget. This role will supervise finance staff to include staff development and training, performance reviews, and cross training.

The following reflects the organization's definition of essential functions for the job but does not restrict the tasks that may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

CORE RESPONSIBILITIES:

- Oversee daily accounting and finance operations, including cash management, A/P, payroll, construction, and grant draws, ReStore, and mortgaging activities.
- Lead and mentor a small team of accountants.
- Evaluate and develop accounting and internal control processes to ensure accurate and timely financial reporting.
- Manage and guide the general ledger and job account structures for accurate and timely reporting outcomes.
- Meet various reporting requirements to support grant proposals and donor reporting.
- Facilitate and ensure accurate and timely monthly and year end closes, with appropriately documented reconciliations.
- Manage the year-end financial statement audit and tax work.
- Manage the financial reporting system and processes to meet the needs of the management team for each department.
- Ensure accounting policies and procedures are kept current and well documented.
- Manage the annual budget process, including distribution, review and compilation of budget templates
- Evaluate the effectiveness of the accounting software and supporting database.
- Ensure all federal, state and local reporting obligations are met.
- Other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

- Demonstrate energy and passion for Habitat's mission, values, and integrity in all aspects of the position with a strong desire to engage others in the organization's work.

- Excellent oral and written communication skills. Able to adapt communication style and communicate clearly and effectively across diverse audiences.
- Read, analyze and interpret technical journals, financial reports and legal documents; respond to common inquiries or complaints; write policies and procedures; present information to top management groups such as boards of directors or investors. Ability to persuade.
- Ability to develop and maintain key business metrics appropriate to the organization.
- Define problems, collect, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematic or diagram form and deal with several abstract and concrete variables. Distinguish between relevant and irrelevant information to make logical decisions. Provide solutions to individuals and organizational challenges.
- Outstanding leadership skills with demonstrated success leading teams, building strong culture, developing others, and overseeing results.
- Able to inspire others, develop talent and affect change. Willing and able to be a “do-er” and “influencer”.
- Energetic, self-motivated team player, able to see the big picture, and maintain attention to detail.
- Proven organizational skills and demonstrated ability to meet deadlines while working on diverse projects.
- Aware and able to prioritize workload, targeting deadlines within the confines of working with a variety of people in all departments of the organization.
- Able to guide and mentor accounting staff, communicate effectively and efficiently through verbal and/or written means.
- Maintain flexibility, a sense of humor, and grace under pressure

EXPERIENCE:

- Minimum 10 years’ experience in a senior accountant role.
- Minimum 3 years’ experience in a management role.
- Bachelor’s degree in accounting, business administration or equivalent business experience.
- CPA/CMA (active or inactive) or equivalent experience
- Experience with non-profit organizations, non-profit accounting, and requirements of 2 CFR Part 200, Subpart F, required.
- Experience with retail, construction, and real estate/mortgage accounting a plus.
- Public accounting experience strongly preferred.
- Experience with supervision or management of a small team a plus.
- Proficiency with Microsoft Office 365.
- Intermediate to advanced Excel skills.
- Experience with robust accounting software and ERP systems (Acumatica and/or Velixo experience a plus).

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

- Willingness to work weekends, evenings, overtime as required.
- Ability to sit at a desk and computer for extended periods of time
- **Proof of COVID-19 vaccination is required for employment.** *Habitat for Humanity of Metro Denver requires employees to be fully vaccinated against COVID-19, where allowable under the law, unless they are approved for a reasonable accommodation based on disability, medical condition, or religious belief that prevents them from being vaccinated.*

WORK ENVIRONMENT & CONDITIONS:

- Hybrid work model (minimum 2 days/week at a Habitat location, with ability to work from home the other days) During the first 6-9 months of employment additional days in the office will be required to build critical interpersonal connections and strengthen the communications team's vision, strategy, and cohesiveness.
- Portions of the week spent in an office, retail store, or production warehouse.
- A Motor Vehicle Report (MVR) will be run for insurance purposes.
- Valid driver's license and ability to be insured under the company's insurance policy is a prerequisite.

The Starting Salary Range for this position is \$90,000 - \$120,000 with consideration given for applicable education and/or experience above the minimum requirements.

Benefits available include medical, dental and vision insurance options; 401k savings match; paid Life Insurance and AD&D policy; Short and Long-Term Disability Insurance; Paid Time Off for vacation, sick, holidays, floating holidays, Healthy Families Workplace Act (HFWA) Leave; Parental Leave and paid time to volunteer.

Please apply by copying and pasting the following link in your browser:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=19339&clientkey=9F05EDCA5A4F338D08503989FA9B94C0>

Or visit our **Careers Page**:

<https://habitatmetrodenver.org/about/careers/>



At Habitat for Humanity of Metro Denver, we value diversity and strive to ensure that our practices and policies are equitable and inclusive. We do not tolerate harassment or discrimination of any kind. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and older), sex, sexual orientation (including transgender status and gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), marital status, race, national origin (including ancestry), disability, creed, religion, genetic information, HIV status, military or veteran status, or any other status protected by federal, state, or local laws. Habitat Metro Denver is dedicated to the fulfillment of this policy in all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, dismissal, and all other terms, conditions, and privileges of employment.