Valley Community Development
Building. Access. Opportunity.

HUD-APPROVED HOUSING COUNSELING AGENCY

Director of Finance
Type: Full-time
Hours: 37.5 hours/week
Location: Valley office, remote negotiable

The Organization
Valley Community Development seeks a dynamic Director of Finance to provide strategic and hands-on leadership. Valley is a community-based nonprofit formed in 1988 that primarily serves Hampshire and Franklin counties. Our mission is to create social equity by increasing access to housing and small business opportunities.

Valley understands there are innumerable ways to learn, grow, and excel professionally. We respect this when we review applications and take a broad look at the experience of each applicant. We want to know you and the unique strengths you will bring to the work. We are most likely to be interested in your candidacy if you can demonstrate most of the qualifications and experience listed below.

About the Position
Reporting to the Executive Director, the position is responsible for accounting and financial reporting, cash and liquidity management, budgeting, grants and compliance, and the financial administration of affordable - housing development, tax-credit, financing, and property-portfolio activities. The Director provides management and the Board with timely analysis, maintains effective controls and systems, and works closely with real estate development staff, property managers, funders, lenders, investors, counsel, and outside accountants.

Our Ideal Candidate
We are seeking an experienced professional to join our collaborative Finance team. This person will work closely with the Executive and other Directors including but not limited to:

Financial Management

- Oversee accounting, including the general ledger, accounts payable and receivable, payroll accounting, restricted funds, intercompany activity, investments, and period-end close.
- Prepare accurate and timely financial statements for Valley and its related entities in accordance with generally accepted accounting principles (GAAP).
- Manage the relationship with the audit firm, including scheduling, planning, and preparation of audit work papers and preparation of tax returns. Ensure that annual audits and filing of tax returns are completed in a timely and cost-effective manner.
- Lead organization-wide cash management, revenue recognition and accounting for the uneven timing of revenue.
- Review general ledgers monthly and produce monthly financial statements for Valley.
- Lead and develop finance staff and contractors; establish clear roles, deadlines, review procedures, cross-training, and backup coverage for critical functions.
- Work with Executive Director and Department Directors to prepare annual operating budgets.
- Work with Executive Director and Finance Committee to prepare multi-year budgets and analyze trends.

Contract and Real Estate Projects:

- Work with program and project managers to develop budgets for programs, contracts, and real estate development projects.
- Oversee set up of new accounting entities as required for new development projects.

- Reconcile debt, interest, financing costs, developer fees, and related balances to the general ledger and audited financial statements.
- Manage audit and compliance requirements for all affiliated real estate organizations.
- Maintain debt schedules for all soft and permanent debt in accordance with appropriate regulations.
- Prepare annual cash flow calculations and forms to submit to funders.
- Oversee preparation of cost certifications
- Oversee preparation of invoices and fiscal reports for contracts with city, state, and federal funding agencies.
- Work with program managers to monitor contract costs and billing issues.
- Perform other related duties as required.

Qualifications:

- 10+ years of broad finance and accounting experience that includes accounting, budgeting, control, and reporting preferably for a complex nonprofit.
- Experience with real estate development accounting. Knowledge of the affordable housing industry including LIHTC is desirable.
- MBA or BA in Accounting preferred
- CPA or audit experience in real estate and nonprofits preferred
- Computer proficiency required including full Office Suite. Working knowledge of NetSuite or similar accounting software beneficial.
- Excellent written and oral communications skills.
- Demonstrated leadership ability, team management, and interpersonal skills.
- Excellent analytical and abstract reasoning skills plus excellent organization skills.
- Communicates proactively and collegially with colleagues, keeping others informed and working collaboratively.

The position is full-time 37.5 hours per week, with hours generally scheduled between 9 a.m. - 5 p.m. Monday through Friday. Occasionally early morning or evening hours are required. Valley is a community-based organization which requires regular weekly in-office time, though some remote work is negotiable.

Salary range for this position is $110,000 - $130,000 depending on experience. This is an exempt position.

Valley's full-time benefits start at 15 vacation days, 2 personal days, 15 sick leave days, and 13 paid holidays plus a flex spending account, health, vision, and dental, and short-term disability insurance with Valley covering 85% of all insurance premiums. Valley contributes 5% to a 401(k) retirement plan. Our office is located in downtown Northampton with free parking.

We encourage all to apply even if you do not meet 100% of the requirements. Valley is an equal opportunity employer. Valley will not engage in discrimination against, or harassment of any person employed or seeking employment with Valley on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, status as a protected veteran, or other characteristics protected by law. We are committed to fostering a diverse and inclusive environment.

Application Process
Please email Sarah (ss@valleycdc.org) your resume and responses to the questions below, do not send a cover letter. Valley will begin review of applications on a rolling basis, and the position will remain open until filled. References may be requested.

1. Why do you want to work at Valley Community Development?

2. What is your familiarity with complex nonprofit finances and/or fund accounting?