

Vermont Housing and Conservation Board
58 East State Street, Montpelier, Vermont 05602
Telephone: 802-828-3250 www.vhcb.org

Controller

Full-time, Exempt Position

Job Description

Reports to: Finance Director

The Vermont Housing & Conservation Board (VHCB) is an innovative funding agency established in 1987 with the purpose of improving the quality of life for Vermonters by implementing the dual goals of creating affordable housing for Vermonters, and conserving and protecting Vermont's agricultural land, forestland, important natural areas, recreational lands, and historic properties.

VHCB administers a variety of programs and funding sources, including a portion of the State Property Transfer Tax, and a variety of federal sources. VHCB works closely with not-for-profit partners throughout Vermont, in order to fund affordable housing and conservation projects, and also runs several programs that contribute to the success of its mission such as the Healthy & Lead Safe Homes Program, a statewide AmeriCorps program, and the Farm & Forest Viability Program. VHCB's financial team supports the wide breadth of activities of the Board, and is instrumental in designing and implementing systems that provide an appropriate balance of accountability, compliance and flexibility in carrying out the mission.

Responsibilities:

The Controller works as part of the Financial Team, bringing a background of strong accounting skills and an aptitude for analysis to lead the preparation of monthly financial statements, ensure the accurate accounting and reporting of federal and state grants management, lead the management of VHCB's loan portfolio, and support program staff in the analysis of grant and program financial performance.

1) Financial Operations – work as part of team to:

- a) Support the adherence to organizational policies, procedures, and established internal controls;
- b) Direct the preparation of accurate monthly multi-fund financial statements;
- c) Lead the reconciliations of accounts and funds;
- d) Perform analysis as necessary to ensure accuracy of reports and financial statements;
- e) Produce various monthly supporting financial reports for program staff and management;
- f) Lead the cash management of the various funds;
- g) Perform routine maintenance of accounting system and grants database;
- h) Maintain subsidiary schedules as needed;
- i) Manages the loan portfolio
- j) Support Finance Director in the management of Vision spending controls;
- k) Provide backup support for other members of finance team as needed.

2) Grants Management & Reporting -

- a) Provide support to Program staff in the financial management and administrative compliance of state & federal funding sources;

- b) Assist with the maintenance of grant/funding source information, analysis, and monitoring grants for completion;
- c) Lead the process for quarterly/annual reports and invoices for billing of various federal awards and other funding sources;
- d) Meet regularly with program staff directors to assist in analyzing performance of grant and program budgets;

3) Miscellaneous -

- a) Work with Finance Director in the preparation of VHCB budget;
- b) Provide support as needed for annual and program audits;
- c) Assist with collection and review of Grantee audits; identify issues for program staff follow up;
- d) Work as part of financial team in evaluating and updating financial systems as necessary;
- e) Other duties as assigned.

Skills & qualifications shall include:

- A strong accounting background with an aptitude for analysis of fiscal data. A degree in accounting and a minimum of eight years' experience in accounting functions. Additional experience may be substituted for a degree;
- Working knowledge of governmental and/or fund accounting and GAAP;
- Experience with handling the process of managing a complex general ledger to the preparation of periodic multi-fund financial statements;
- Experience with federal grants management and federal administrative regulations;
- Strong analytic skills, stellar attention to detail and concern for accuracy; ability to work well with others as part of team during cyclical periods of high demand; good organizational and time management skills, and work well independently;
- Advanced use of Excel, various accounting software packages, pdf and word processing software. Experience with databases and document management systems helpful;
- Demonstration of a curious nature, creative and energetic personality, and a commitment to the VHCB mission.

Salary & Benefits -

This is a full-time (40 hr/wk) position with a starting salary range of \$63,000 to \$73,000, depending upon experience. Excellent comprehensive benefit package included. Position will be located at the VHCB office in Montpelier, VT. Some remote work may be possible. VHCB is an Equal Opportunity Employer.

To apply send **letter of interest** and **resume** by email to: jobs@vhcb.org.