

Controller

Under the direction of the Administration Team Lead, the Controller will oversee the administrative/financial aspects of NLHHC's programs.

Specific Responsibilities

1. Works with applicable NLHHC program managers to oversee financial aspects of contracts with state and federal agencies including the Department of Mental Health and Addiction Services, Department of Housing, Veterans Administration, Department of Social Services, Emergency Food and Shelter Program, US Department of Housing and Urban Development.
 - a. Maintains complete contract file with all relevant documents (contracts, reports, billing, correspondence, etc.) in a shared drive.
 - b. Prepares required budget and reporting submissions in appropriate systems (CORE, DOH workbooks, e-Snap, etc.)
 - c. Manages billing and monitors payments.
 - d. Coordinates audits of assigned HHC programs by local, state, or federal funders by supporting program staff in the process of preparation and completion of the audit process.
 - e. Evaluates financial and programmatic performance measures to identify opportunities to improve outcomes.
2. NLHHC rental properties financial performance including:
 - a. Monitoring rent collections
 - b. Managing state and federal rental subsidies.
 - c. Financial reporting on capital projects
 - d. Support the completion of applications for new capital funding.
3. Supports program staff responsible for Medicaid billing for services provided under the Mental Health Waiver and CHESS programs to facilitate compliance with applicable Medicaid financial guidelines.
4. Foundation grants
 - a. Monitoring collections and financial reporting.
 - b. Supporting financial aspects of new grant application process
5. Support program staff in the financial management of contracts with local health care providers and other not-for-profits to offer shelter and/or housing related services.
6. Support the preparation of annual budget in conjunction with program managers and Executive Director.
7. Interacts with accounting consultants, auditors, financial institutions, insurance providers, lenders and others as needed.
8. Monitors income and expenditures against budget to identify issues and opportunities for improved performance.
9. Oversees staff responsible for bookkeeping, payroll, other day-to-day accounting functions and contract monitoring.



10. Works with the Administration Team Lead to carefully monitor financial reporting/accounting to maximize revenue and assure compliance with applicable federal and state financial management requirements.
11. Participate actively in the NLHHC management team setting strategy, identifying opportunities to improve our effectiveness in assisting people experiencing homelessness and working to create a diverse and inclusive workplace.

Qualifications

A minimum of five years of experience with all phases of financial management including bookkeeping, audits, budgeting, cash flow management, insurance, and financial analysis. A degree in accounting is a plus.

Ability to handle multiple priorities and desire to be part of a team seeking to address the issue of homelessness.

Ability to work effectively with program staff to understand service goals and meet contract requirements.

Experience working with similar functions. NLHHC will provide intensive support/training to allow the right person to learn everything necessary to effectively manage this diverse financial portfolio.

Position

This is full-time salaried position with compensation from \$60,000-\$65,000 based on experience.

Application

Applications will remain open until a candidate is selected. Interested applicants should submit a resume and a detailed cover letter describing his/her relevant experience. Resumes without cover letters will not be reviewed. For more information about the work of the New London Homeless Hospitality Center please check our website at NLHHC.org.

Applications may be submitted by email to:

Nicole Thomas

Personnel Manager

personnel@nlhhc.org

New London Homeless Hospitality Center is an equal opportunity employer that does not discriminate on the basis of race, religion, color, national origin, sex, military status, age, disability, sexual orientation, gender identity, genetic information, creed, citizenship status, or any other characteristic protected by federal, state or local laws. This policy applies to all of New London Homeless Hospitality Center's hiring practices, and to all terms and conditions of employment.