



POSITION OPENING

Controller

Bellwether Housing, formerly Housing Resources Group, is a highly respected non-profit housing organization, providing affordable apartments to 1,851 households in 29 properties throughout Seattle. We seek a Controller experienced in all phases of organizational financial management. This position reports to the Director of Finance and supervises a department of four employees.

Bellwether Housing is proud to be one of the 100 Best Companies to work for in Washington for 2011 and one of the five best non-profits in the State. Come join our award winning organization.

Position Responsibilities:

- Provide leadership and a collaborative approach to building a strong accounting team.
- Supervise and participate in monthly operational accounting process for partnerships and third party managed properties and all administrative activities of Bellwether Housing.
- Ensure adequate internal controls of accounting systems.
- Coordinate, monitor, and participate in the preparation of audit schedules and support of the annual GAAP audits.
- Account for expenditures, cash management, and cost certification for construction projects.
- Assist with the accurate preparation of the partnership tax returns by third party tax preparers.
- Provide expertise to and independent review of payroll preparation for 80+ employees and related taxes and employee benefits.
- Participate in the annual budgeting process.
- Ensure accurate and timely compliance reporting of quarterly and annual reports to lenders, investors, the City of Seattle, and State of Washington.

Bellwether Housing offers an uplifting work environment with a diverse group of highly talented professionals who are committed to our mission to provide excellent affordable apartments that enable low wage working people, their families and low-income seniors to live independently throughout their lives. Bellwether Housing has flourished for 30 years through leadership, vision, entrepreneurial spirit, and a commitment to our values of respect, integrity, community and excellence.

An attractive and competitive salary and benefits package, commensurate with experience, will be offered to the right candidate.

Application Process:

Please send a resume and cover letter to:

Bellwether Housing
1651 Bellevue Avenue
Seattle, WA 98122

Email: jobs@bellwetherhousing.org
Fax: 206-623-9404
Web: www.bellwetherhousing.org

Please visit our website to learn more about Bellwether Housing, and to view a full job description.

Minimum Qualifications:

- Bachelor's degree in accounting and 5+ years of accounting experience.
- Three years progressively responsible financial management and supervisory experience. Proven ability to direct multiple departmental activities; lead by example; formulate, plan, and execute departmental goals and objectives, and assess achievement.
- Strong working knowledge of generally accepted accounting principles and disclosure requirements.
- Experience coordinating annual GAAP audits and preparing draft financial statements.
- Experience with payroll activities and deadlines.
- Proficient in MS Word, Excel and Outlook, and accounting software applications (Sage MIP preferred).
- Excellent oral and written communication skills.
- Experience working with a diverse group.
- Commitment to the mission and goals of the organization.

Desired Qualifications:

- CPA or CMA credential.
- Relevant accounting and financial management experience with a real estate organization that develops, constructs, and manages rental properties.
- Working knowledge of HUD, Low Income Housing Tax Credit Program, State of Washington, and City of Seattle housing programs.
- Experience consolidating a multi-entity organization.
- Working knowledge of partnership accounting and partner allocations and taxation.

Other Position Requirements:

Candidates selected for this position must pass a criminal history background check, as well as a credit history check, prior to employment with Bellwether Housing.

Bellwether Housing is an equal opportunity employer. No applicant will be discriminated against because of race, color, sex, marital status, sexual orientation, gender identity, political ideology, age, creed, religion, ancestry, national origin, sensory or mental or physical handicap, or disabled veteran, Vietnam era veteran or current military status.