



Job Title:  
**Controller**  
Position Type:  
**Full-time / EXEMPT**  
Salary range (DoE):  
**98,404-117,852**

The Renton Housing Authority is a dedicated member of the Renton community working passionately to provide and manage affordable housing in our area. We are looking for a bright, motivated candidate to join our team of dedicated professionals. If you are looking for an opportunity to help provide housing to those in need, review the job duties and requirements below. We would love to hear from you.

### **POSITION: Controller**

#### **BASIC FUNCTION:**

Under the supervision of the Chief Financial Officer (CFO), the Controller performs a wide variety of accounting, analytical, and reporting functions; advanced professional level accounting work using an involved accounting system and independently performs highly technical and varied professional accounting; and supervises the Accounting Staff. Considerable independent professional judgment is exercised in decision making within applicable municipal, state and federal laws and regulations.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES.**

To perform this job successfully, the individual hired for this position must be able to perform each essential duty and responsibility satisfactorily, and understand the requirements below are representative, but not exclusive, of the knowledge, skill, and/or ability required.

- Supervises accounting staff in their daily responsibilities ensuring collaboration, communication and a teamwork environment. Reviews work of and ensures the accuracy of all transactions and reconciliations done by accounting staff, compliance with GAAP, funder requirements, and all applicable Federal and State regulations.
- Makes recommendations for revising policies, procedures, internal controls, forms, reports and statements for recording financial data effectively, efficiently and accurately.
- Prepares, maintains, and analyzes all financial statements, accounting records, allocation schedules, account reconciliations, properties indebtedness schedules, repayments, and additional management reports as required for RHA-owned and managed properties.
- Assists Development Team with review and analysis of financial projections, contracts, and agreements for current and potential development opportunities. Review and reconcile major development and capital budget tracking and draws.
- Prepares complex financial reports, statements and tax returns in accordance with city, state and federal requirements. Prepares or gathers supporting documentation, including work papers.
- Prepares Draft Unaudited Financial Statements for review and approval by the CFO in preparation of year-end GAAP financial statements, coordinating audits, and prepares financial information on a regular basis as needed.
- Oversees payroll activities, including processing of bi-weekly payroll, processing staffing changes, and employee benefits program administration; acting as backup as/if required.
- Monitors cash flow for general property funds and special projects and anticipates funding needs.
- Coordinates with Asset/Property Management Responsible to ensure financial compliance and timely reporting for all lender, investor, and partner requirements.
- Works with CFO and department leads to prepare annual budgets for RHA-owned properties and the primary government entity.
- Provides training to staff on accounting related policies and procedures.

- Assures that accounting records are maintained in a safe and orderly fashion.
- Assists other staff with assignments as necessary, and performs other related duties as required or assigned.

### **Knowledge and Abilities**

- Financial and accounting practices to include GAAP (General Accepted Accounting Principles).
- Interpreting complex financial, technical, and governmental regulations and laws.
- Preparing complex financial, program, and statistical statements and reports.
- Analyzing, defining, and correcting accounting discrepancies.
- Supervise, lead, plan, direct, prioritize workloads, evaluate the work of subordinates, and establish and maintain effective working relationships with internal and external customers.
- Read, analyze, and interpret an extensive variety of technical instructions, federal regulations, and deal with several abstract, concrete, and creative variables.
- Effectively present information and respond to staff, managers, clients and customers.
- Define complex problems, resolve and correct problems; collect data, establish facts, draw valid conclusions.
- Operate Windows based computers, Microsoft Office products, including Excel, Outlook, and Word.
- Read, write and prepare reports, business correspondence, and procedure manuals in English.

### **Required Qualifications**

- Bachelor's Degree in Accounting, strong knowledge of GAAP, and five years' experience in accounting in a computerized accounting environment is required, or any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work of a Controller.
- Experience in governmental/nonprofit accounting or LIHTC, HUD, and asset/property management.
- Must have an acceptable credit and background history according to RHA policy.

### **Desired Qualifications**

- Experience with Federal, State, and Local grants.
- Accounting for multiple entities and funds.
- Certified Public Accountant or Certified Management Accountant designation.

**Please provide your resume and cover letter directly to [HR@rentonhousing.org](mailto:HR@rentonhousing.org)**

*Renton Housing Authority is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.*