



ISLAND HOUSING TRUST

Finance and Asset Manager Job Description

Island Housing Trust is a non-profit developer of year-round affordable ownership and rental homes on the island of Martha's Vineyard.

This is a Senior position within IHT reporting to the Executive Director and is responsible for leading and managing all financial functions and providing expert guidance in all aspects of IHT's financial management including those of IHT's related entities. The position could be filled on an in-house or outside contractor basis. The position may be full or part time (3 days/week minimum) with a possibility of some remote work, depending on qualifications and experience.

Essential Responsibilities:

- Oversee daily financial operations including bookkeeping, accounts payable and accounts receivable processing, bank reconciliations, grants and contributions, classification of assets and allocation of expenses.
- Serve as advisor to the Executive Director on financial, accounting, business planning, budgeting and forecasting matters.
- Participate as a member of the senior management team, providing input on strategic planning, decision-making affecting the organization and overall policy development and management.
- Establish, maintain and improve internal controls, including implementing and optimizing new technologies and solutions for IHT's accounting, financial reporting and related information systems needs.
- Prepare timely monthly financial reports and present them to various audiences, including the Executive Committee, the Audit Committee and the Board of Directors, including the financial components of the Board package.
- Ensure maintenance of complete, accurate, timely and reliable financial records.
- Ensure timely filing of financial compliance and tax reports.
- Lead budget and cash forecasting processes.
- Oversee preparation of annual independent audits and serve as primary contact with audit firm to ensure accuracy and timely completion.
- Manage the design and revisions of the general ledger and uniform chart of accounts, update and insure compliance with IHT's accounting procedures manual.
- Understand donor, grant provider, lender and other funder contracts as related to compliance, billing and financial reporting. At the request of the Executive Director, meet with prospective sources of funds such as state agencies, foundations, banks, other lending institutions and major donors to discuss IHT's financial position.
- Assist the Executive Director in closing on financing and other major transactions.
- Critically analyze and assess development projects and other business opportunities and their financial viability.

- Understand project financing, assist Project Development Manager with preparation of budgets for individual projects, forecast and track performance against budget.
- Oversee rental asset management responsibilities including the performance of IHT's contracted property manager(s) including the Dukes County Regional Housing Authority, monitoring and projecting rental property budgets including ongoing capital improvements, and compliance with the requirements for IHT's state funders.
- Supervise, mentor and evaluate any members of the finance team, including outside contractors, help advance the financial literacy of the organization.
- Remain current on accounting and compliance related guidance, advise the Audit Committee of any changes in accounting principles applicable to IHT.

Qualifications:

A minimum of a Bachelor's degree in accounting is required and CPA a plus. Non-profit and public sector grant accounting experience is very desirable. The ideal candidate is a self-starter combining strong communication, leadership, teamwork and technical skills with a minimum of seven years of increasingly responsible professional experience.