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Montgomery Housing Partnership (MHP) is seeking a **CHIEF FINANCIAL OFFICER** responsible for the planning, implementing, managing and controlling all financial-related activities of the company.

Montgomery Housing Partnership, Inc. (MHP) is an active and growing non-profit organization, founded in 1989, that develops, acquires, rehabilitates, and builds quality apartment homes to meet Montgomery County's growing need for affordable housing. MHP's community-based projects and programs includes providing affordable rents, developing educational programs for residents to develop skills that expand their opportunities and balance their lives, and implementing neighborhood revitalization efforts in troubled communities impacted by foreclosures and economic downturn.

#### **Job Summary:**

The Chief Financial Officer will have primary responsibility for planning, implementing, managing and controlling all financial-related activities of the company. This will include forecasting, strategic planning, direct responsibility for accounting, finance, job costing, legal, deal analysis and negotiations, investor relationships and partnership compliance and private and institutional financing. The Chief Financial Officer will report to the President and as a member of the Senior Management team assumes a strategic role in the overall management of the company.

#### **Primary Responsibilities:**

- Provides leadership in the development for the continuous evaluation of short and long-term strategic financial objectives.
- Provides recommendations to strategically enhance financial performance and business opportunities.
- Ensures credibility of Finance group by providing timely and accurate analysis of budgets, financial trends and forecasts.
- Manages processes for financial forecasting, budgets and consolidation and reporting for MHP.
- Takes hands-on lead position of developing, implementing, and maintaining a comprehensive job cost system.
- Oversees the VP of Finance relating to the Accounting functions of the organization; ensures that the VP of Finance and his/her staff file audits and 990s in a timely manner, as well as other financial documents. The VP of Finance oversees the accounting staff.
- Responsible for maintaining and updating the Financial Operating Manual and Policies.
- Evaluates and advises on the impact of long range planning, introduction of new programs/ strategies and regulatory action.
- Drafts investment policy for the President's and Board's review; oversees the management and investment of cash for the organization both for short term and longer term cash needs; determines the best balance between security and return.
- Secures and closes debt and equity for real estate projects.
- Monitors all debt maturities.
- Maintains relationships with lenders and partners, providing information as needed.
- Prepares financial deal summaries, documents for closing, and refinancing transactions.
- Establishes and maintains strong relationships with other members of the Senior Management team so as to identify their needs and seek full range of business solutions.
- Provides executive management with advice on the financial implications of business activities.
- Maintains primary responsibility for raising capital for and on-going management of the organization's pre-development/equity funds.
- Ensures that effective internal controls are in place and ensure compliance with GAAP and applicable federal, state and local regulatory laws and rules for financial and tax reporting.

- Establishes a risk management plan for the organizations; reviews and updates it annually. As part of the risk management plan, maintains list of and assesses guarantees and contingent liabilities of the organization; reviews insurance and analyzes proper reserve levels.
- Reviews benefits package with HR on a periodic basis.

**Qualifications:**

- BS in Accounting or Finance, MBA and/or CPA highly desirable
- 10+ years in progressively responsible financial leadership roles, preferably in real estate development, property management, and/ or construction industry.
- Knowledge of Low Income Housing Tax Credit Program and other affordable housing financing programs highly desirable.

**Personal Attributes:**

- Strong interpersonal skills, ability to communicate and manage well at all levels of the organization essential.
- Strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses.
- High level of integrity and dependability with a strong sense of urgency and results-orientation.

**Compensation:** Salary will be based on applicable experience.

**Application Process:** To apply, please submit your cover letter and resume, with salary requirements, to: [mhpartners@hotmail.com](mailto:mhpartners@hotmail.com). Please include the job title "CFO" in the subject line of your email.