

Vermont Housing and Conservation Board
58 East State Street, Montpelier, Vermont 05602
Telephone: 802-828-3250 www.vhcb.org

Assistant Controller B
Full-time, Exempt Position
Job Description

Reports to: Chief Financial Officer

Functional Supervisor: Controller

The Vermont Housing & Conservation Board (VHCB) is an innovative funding agency established in 1987 with the purpose of improving the quality of life for Vermonters by implementing the dual goals of creating affordable housing for Vermonters, and conserving and protecting Vermont's agricultural land, forestland, important natural areas, recreational lands, and historic properties.

VHCB administers a variety of programs and funding sources, including a portion of the State Property Transfer Tax, a variety of federal sources, and foundation funds. VHCB works closely with not-for-profit partners throughout Vermont, and also runs several programs that contribute to the success of its mission such as the Lead-Based Paint Hazard Control Program, the AmeriCorps program with statewide participation, and the Farm & Forest Viability Program. VHCB's financial team supports the wide breadth of activities of the Board, and is instrumental in designing and implementing systems that provide an appropriate balance of compliance and flexibility in carrying out the mission.

Responsibilities:

This position works as part of the Financial Team to produce financial statements, assist in grants management, requisition funds, support the payroll process, and assist in a variety of other needs. Financial Team members will be cross trained, as well as have specialty areas of work. The Financial Team also works regularly with VHCB program staff to help them understand financial information and ensure program compliance.

1) Financial Operations – work as part of team to:

- a) Ensure organizational policies, procedures, and established internal controls are followed;
- b) Maintain the general ledger, including integration of accounts receivable, accounts payable, payroll, cash receipts, and project awards and disbursements, and monthly journal entries;
- c) Perform monthly reconciliations of accounts and funds and prepare accurate monthly financial statements;
- d) Assist in the cash management of the various funds;
- e) Assist in the processing of accounts payable, maintain schedules for grants, capital assets, etc.;
- f) Assist in maintenance of loan portfolio, complete audit confirmations, review loans for status and work with Housing Stewardship Coordinator to follow through on modifications and performance;
- g) Be cross trained in numerous accounting and reporting functions in order to review work products for accuracy and provide backup duties as needed.

2) Grants Management & Reporting -

- a) Provide close support to Program staff in regards to the financial management and administrative compliance of funding sources;

- b) Assist with the maintenance of a variety of grant information, monitor grants for completion;
- c) Prepare quarterly/annual financial reports for billing of various federal awards and other funding sources;
- d) Meet regularly with program staff directors to review performance against grant and program budgets, including the Viability, AmeriCorps, and Lead Hazard Reduction programs.

3) Payroll Reporting & Maintenance -

- a) Prepare quarterly and annual payroll reports; assist with other payroll compliance reporting as needed;
- b) Assist with system data maintenance;
- c) Provide backup for payroll processing;

4) Miscellaneous -

- a) Assist with preparation for and support of annual VHCB budget;
- b) Assist with preparation for annual audit
- c) Track receipt of Grantee audits; review for issues and follow up;
- d) Assist in Database maintenance of accounting and Grantee information;
- e) Assist in grant and program analysis as needed;
- f) Work as part of financial team in evaluating and updating financial systems as necessary;
- g) Other duties as assigned.

Skills & qualifications shall include:

- A degree in accounting and a minimum of three years' experience in accounting functions. Additional experience may be substituted for a degree;
- Working knowledge of fund accounting, GAAP, governmental and/or not-for-profit accounting, and experience with federal grant administration and regulations;
- Stellar attention to detail and concern for accuracy; ability to work well with others as part of team during cyclical periods of high demand; good organizational and time management skills, and work well independently;
- Advanced understanding of spreadsheet applications, accounting, pdf and word processing software. Experience with databases and document management systems helpful;
- Demonstration of a curious nature, creative and energetic personality, and a commitment to the VHCB mission.

Salary & Benefits -

This is a full-time (40 hr/wk) position with a starting salary range of \$50,000 - \$58,000, depending upon experience. Excellent comprehensive benefit package included. Position will be located at the VHCB office in Montpelier, VT, however, the office is currently closed to the public. Staff will be working remotely for the foreseeable future. VHCB is an Equal Opportunity Employer.

To apply send **letter of interest and résumé** to: Laurie Graves at jobs@vhcb.org or by mail to Vermont Housing & Conservation Board, 58 East State Street, Montpelier, VT 05602.