



EAST LA COMMUNITY CORPORATION

2917 EAST 1ST STREET, SUITE 101
LOS ANGELES, CA 90033

Controller
Job Description
Full-time Exempt

Organizational Background: East LA Community Corporation (ELACC) is a neighborhood based community development organization bringing together real estate development, community organizing, and community wealth building to form a unique model for community-driven change. ELACC is a dynamic organization which strengthens and evolves its projects and programs to respond to changing environments.

Controller: We are seeking a candidate with strong leadership skills to join our Management Team in overseeing the accounting operations of our organization. The ideal candidate has experience in building partnerships with peers, a hands-on leader capable of rolling up their sleeves and getting involved in the details as needed to ensure strong financial health of the organization. The Controller is responsible for cash management and risk management; produces periodic financial reports, oversees maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the company's reported financial results, and ensure that reported results comply with GAAP.

Principal Accountabilities:

Management

- Maintain a documented system of accounting policies and procedures
- Manage outsourced functions
- Oversee the operations of the accounting department, including the design of an organizational structure adequate for achieving the department's goals and objectives
- Manage accounting department staff

Transactions

- Ensure that accounts payable are paid in a timely manner
- Ensure that all reasonable discounts are taken on accounts payable
- Ensure that accounts receivable are collected promptly
- Process payroll in a timely manner
- Ensure that monthly bank reconciliations are completed timely
- Ensure that required debt payments are made on a timely basis
- Maintain the chart of accounts
- Maintain an orderly accounting filing system
- Maintain a system of controls over accounting transactions

Reporting

- Issue timely and complete financial statements
- Coordinate the preparation of the annual audit
- Recommend benchmarks against which to measure the performance of company operations
- Calculate and issue financial and operating metrics
- Manage the production of the annual budget and forecasts
- Calculate variances from the budget and report significant issues to management
- Provide for a system of management cost reports
- Provide financial analyses as needed, in particular for capital investments, pricing decisions, and contract negotiations

Compliance

- Coordinate the provision of information to external auditors for the annual audit
- Monitor debt levels and compliance with debt covenants
- Comply with local, state, and federal government reporting requirements and tax filings

Desired Qualifications: The controller candidate should have a Bachelor's degree in accounting or business administration, or equivalent business experience and 8+ years of progressively responsible experience for an affordable housing development company. Preference will be given to candidates with the Certified Public Accountant or Certified Management Accountant designations and experience in Non-profit affordable housing organizations.

Working Conditions: Primarily in an office environment. Will be expected to participate in organizational functions and work integratedly with other departments. Periodic weekend or evening work is expected.

Compensation:

Compensation: DOE. This is a full-time exempt position, with a competitive benefits package.

ELACC is an Equal Opportunity Employer.

Email or Fax resume and salary history to:
Katty Pollicino, Director of Office Operations
Email: kpolicino@elacc.org
FAX: (323) 261-1065
www.elacc.org

Position open until filled