



new destiny housing

New Destiny's mission is to end the cycle of violence for low-income families and individuals experiencing homelessness and domestic violence by connecting them to safe, permanent housing and services. To achieve its mission, New Destiny builds and manages housing with on-site services; offers innovative programs that assist survivors in finding and retaining affordable housing, and expands access to permanent housing resources for survivors.

New Destiny is seeking a full-time **Manager of Tax Credit Finance and Accounting** to join its Finance Department and provide support in the areas of financial reporting, analysis and accounting for low-income housing tax credit (**LIHTC**) properties. The **Manager of Tax Credit Finance and Accounting** reports directly to the part-time Senior Manager of Tax Credit Finance and Accounting, works collaboratively with the finance and real estate teams and has the following responsibilities:

LIHTC projects during pre-development or under development:

- Liaise with New Destiny's Real Estate Development and Management Department staff on financial aspects of future projects, such as acquisition loan proposals, syndicator letters of intent and partnership documents.
- Oversee, along with Real Estate staff, proper use of and accounting for various sources of development funds received, both government and non-government,
- Review coding of invoices and cash receipts
- Analyze inflows to and outflows from development/construction cash accounts and insure proper closeout of accounts is achieved after building is completed and rented up

For operating LIHTC projects:

- Assist Real Estate staff with the review of annual building operating budgets by the third-party property management company.
- Assist with review of monthly building operating reports prepared by the third-party property management company, comparing actuals to budgets
- Oversee the preparation and distribution of quarterly reports to investors by the third-party property management company, as well as preparation of other required compliance filings
- Prepare invoices for fees due from building operations to New Destiny and monitor that they are collected in a timely fashion
- Ensure that insurance and other payments made or amounts advanced by New Destiny are tracked and reimbursed in a timely manner
- Periodically reconcile intercompany accounts to ensure that due to/from account balances between entities offset each other
- Work with independent CPA firm to manage annual calendar-year audits of partnerships and ensure that IRS/NYS/NYC required filings are made

- Ensure Forms 1099 are filed each calendar year for partnerships' vendors
- Coordinate partnership-related aspects of the 6/30 fiscal year audit of New Destiny Housing Corporation & Affiliates with New Destiny Finance Department Chief Financial Officer (CFO) and independent CPAs

Other Financial & Accounting Responsibilities:

- Establish and maintain system of checklists and electronic files to facilitate monitoring of tasks and coordination with other New Destiny staff
- Provide financial information as requested by supervisor and CFO, including ad hoc reports on grant funding received by New Destiny for its programs
- Assist with preparation of schedules for fiscal year New Destiny audit
- Ensure maintenance of appropriate internal controls and financial procedures
- Remain up to date with GAAP and accounting best practices
- Perform other tasks as assigned by supervisor and CFO

Qualifications:

- Bachelor's degree in Accounting, Business Administration or Finance; Master's degree or CPA highly preferred
- A minimum of 3 to 5 years of relevant experience; non-profit experience is a plus
- Knowledge of the development of affordable housing, LIHTC financing, residential property asset management, partnership tax compliance, not-for-profit reporting, and GAAP consolidated financial statements
- Demonstrated proficiency in Excel and accounting software packages
- Proven ability to multi-task, quickly grasp complex organizational structures, and a strong focus on details.
- Able to operate well under pressure independently and to meet deadlines
- Willingness to secure NYS Notary Public license
- Ability to build and always maintain open and effective line of communication with supervisor and teammates
- Commitment to the organization's policy of Diversity, Equity and Inclusion

New Destiny is committed to the safety of all employees and clients within our organization and programs. In accordance with New York City's vaccine mandate for the City workforce and employees of organizations with human services contracts, this position requires candidates to provide proof of being fully vaccinated or evidence of starting the process of becoming fully vaccinated before beginning their employment. This organization will consider accommodations for bona fide medical or a sincerely held religious, moral, or ethical belief.

New Destiny is an equal opportunity employer. People of color, people who identify as lesbian, gay, bisexual, and/or transgender, and survivors or people with lived experience are encouraged to apply.

Salary is based on experience. Excellent benefits. ***New Destiny also offers a hybrid schedule.***

Interested applicants should send their resume and cover letter to:
resumes@newdestinyhousing.org.

No Phone Calls.