

## **HALLKEEN MANAGEMENT**

**Job Title:** Chief Financial Officer Affordable Housing

**Location:** Corporate Office, Norwood, MA 02062

**Hours:** Full-time

### **Job Description:**

HallKeen Management seeks Chief Financial Officer for Affordable Housing. This exciting role support operations of a dynamic real estate and property management company. HallKeen Management as 900+ employees dedicated to providing quality housing in both residential and assisted living.

### **Related Duties and Responsibilities:**

#### ***Organizational Strategy and Results:***

Together with the CEO and executive leadership team, develops the strategy to ensure that the organization has the financial resources needed to achieve its current and future goals, while mitigating financial and operational risk.

Serves as a key advisor to the Board of Directors, and a member of the Executive Committee.

Develops and maintains effective working relationships with key financial partners, specifically focusing on corporate banking and corporate investment partners.

#### ***Financial Management and Reporting:***

Oversees organizational budgeting, accounting and cash management to ensure accurate reporting, interpretation and analysis of financial results in conjunction with forecasts and long range plans.

Oversee the preparation of the annual company corporate financial statements and any necessary corporate audits and tax returns.

Oversees and reviews property audits and tax returns prepared by the company's auditing firms.

Establishes and maintains controls to safeguard assets; documents and recommends improvements to internal financial policies and procedures.

Manages and monitors the organization's cash flow and real estate acquisition and development capital.

Works with COO's to ensure accounting and LIHTC software supports current and future needs of the company.

Prepares, communicates and executes line of business profit sharing program. Maintains, communicates, and executes required cash flow distributions to investors and stakeholders.

***Acquisition, Development and Asset Management:***

Works collaboratively with the COO of Asset Management to review potential acquisitions, debt, equity and public subsidy structuring. In addition, works collaboratively with the HKM Asset Management team to secure such financing.

Provides input to partnership/operating agreements when necessary.

Provides input to key legal agreements, including management contracts mortgages, loan documents, subordination agreement and guarantees as part of a financing and construction loan closing that may involve Low Income Housing Tax Credits, Historic Tax Credits, New Markets Tax Credits, bond financing, public subsidies and contracts, and/or private debt.

Works closely with the Accounting Managers and Project Managers to oversee funding requisitions for all real estate acquisitions and development projects.

Provides support to asset management functions.

***Corporate and affordable program compliance:***

Oversees the Controller(s) and senior accounting staff on day to day operations that includes, but is not limited to, month/year end close, accounts receivable & payable, financial reports, payroll, invoicing, cash receipts and disbursements.

Works with VP of Compliance to ensure HK maintains compliance with all subsidy programs.

Oversees the VP of Compliance and the work of the Compliance Department, including working with the Executive Committee to establish and monitor goals and objectives for the Department.

Works with VP of Compliance to ensure lines of business receive integrated, dynamic support including: orientation, training and on-site audits.

***Assisted Living:***

Works with COO to maintain corporate cross-charge infrastructure.

Works with HKAL COO to ensure allocation of resources is consistent with line of business needs including but not limited to: supporting site visits/audits, budget integrated with HKM, orientation and training of staff and LIHTC account, finance, compliance align with AL strategic plan.

***Board and Committees:***

Attends all Board of Director and Executive Committee Meetings.

Prepares reports on financial, and organizational performance and projections and other information to Board Members and committee members in a well-organized, accurate and timely fashion.

**Qualifications:**

At least 10 years of demonstrated, relevant finance and accounting experience, with at least five years' experience as a CFO or Director of Finance, with both technical and management proficiency in operations of a real estate development organization.

BA or MBA in Finance or Accounting required, other additional relevant advanced degree and/or certification, such as a CFA or CPA CFA, CPA preferred.

Knowledge and experience with real estate accounting and finance, preferably in affordable multi-family housing and Assisted Living.

Use of collaborative and facilitative approach and the flexibility to work with broad range of cultures, personalities, and work styles.

Commitment to community development, helping low income communities and understanding of nonprofit business models.

Professional demeanor and willingness to cooperatively participate on a team in a mission based organization.

Ability to demonstrate the greatest level of flexibility in an environment with frequent changing priorities required to meet the needs of internal and external customers.

Demonstrated experience with design and implementation of enhanced financial systems and procedures.

Demonstrated ability to prepare clear, accurate, well-organized, written and financial reports and to communicate verbally in an effective and concise manner.

Proficient in Microsoft Office, accounting software programs.

Must possess strong work ethic and ability to uphold confidentiality.

Supervisory experience required.

**If you are interested in applying or know someone to refer for the position please e-mail resume to [Propertycandidate@Yahoo.com](mailto:Propertycandidate@Yahoo.com)**