

# Controller, Real Estate & Corporate Accounting

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## ORGANIZATIONAL BACKGROUND

National Housing Trust (NHT) has been dedicated to creating and preserving affordable housing for almost 40 years. We build, preserve, and finance affordable housing and use that expertise to inform and advance resident-focused solutions to strengthen the broader affordable housing industry.

NHT has a staff of 60+ across five program areas: Policy, Lending, Real Estate Development, Community Outreach and Impact, and Energy Solutions. Our hallmark is our cross-functional, integrated approach to innovating, demonstrating, and amplifying solutions to the affordable housing crisis in the U.S.

The Controller of Real Estate and Corporate Accounting position is located within the Finance team, under the direction of the Chief Financial Officer, which provides accounting, financial reporting, and financial management services to the various NHT and affiliate entity business lines.

## CONTROLLER, REAL ESTATE AND CORPORATE ACCOUNTING

The Controller of Real Estate and Corporate Accounting reports to the Chief Financial Officer and is responsible for overseeing all accounting for real estate development, real estate portfolio properties lending, and corporate accounting for NHT and its various affiliated organizations. The Controller is also responsible for treasury management operations and financial reporting for all activities. Responsibilities include managing day-to-day accounting operations, Accounts Payable & Receivable oversight, accurate and timely recording of daily financial transactions, month-end close tasks, and other tasks as assigned. In addition, the Controller will manage the annual audit process for all properties and developments, lending operations and programs, and corporate entities. The Controller is responsible for the annual consolidated financial reporting for NHT and its affiliated organizations. Affiliated organizations include NHT, NHT Communities, NHT Community Development Fund, and various development entities and general partnerships related to properties and developments controlled by the organization.

The position will supervise the Assistant Controller, Treasurer and multiple Senior and Staff Accountants. The position communicates with vendors, outside contractors, investors, NHT staff and senior NHT officers.

This position is DC-based and qualifies for a hybrid work schedule.

## RESPONSIBILITIES

### REAL ESTATE & CORPORATE ACCOUNTING (50%)

- Provide oversight to finance staff responsible for all accounting related to Policy, Lending, Real Estate Development, and Asset Management.
- Oversee accounting activities for NHT's real estate business lines, including Partnership Accounting, ensuring accuracy in partnership agreements, waterfalls, fees, capital calls, and cash flow distributions.
- Manage the monthly and quarterly closing processes, including reconciliations, journal entry reviews, and resolution of accounting issues to ensure US GAAP compliance.
- Lead preparation and review of budgets, financial reports, and financial statements for real estate and community outreach and impact business lines; collaborate with

# Controller, Real Estate & Corporate Accounting

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project management teams to conduct financial review meetings and support cash flow planning.

- Oversee third-party property management accountants on financial preparation; manage multi-state government filings and ensure timely documentation for all NHTC-owned properties.
- Manage Accounts Payable, Accounts Receivable, Grants Management, and Treasury for all NHT and affiliated organizations.
- Manage the monthly review and closing of all controlled properties.
- Manage month-end and year-end close reporting cycle processes for NHT and affiliates' corporate entities.
- Lead financial reporting for all NHT-affiliated organizations. Strengthen financial reporting and analytics to facilitate strategic business decisions
- Perform ad hoc analyses and other related duties as assigned to meet the ongoing needs of the organization
- Manage the annual audit and tax returns process and serve as liaison between auditors and NHT and affiliate entities.;
- Provide advice to senior staff in NHT and affiliates related to accounting and tax issues associated with transactions in real estate, lending, grant accounting and other topics, including accounting issues uniquely related to nonprofit organizations.
- Provide budgeting/FP&A support to CFO
- Support the CFO with corporate compliance matters, which may include corporate entity registration management, corporate entity business license renewals, and annual report filings
- Manage the annual process of filing IRS Form 990 Information forms for NHT and all related tax-exempt organizations.

## TREASURY (20%)

- Review disbursement requests and approve wires, ACH transfers, intercompany transfers and all other electronic payments with exceptional precision and accuracy; ensure transactions have appropriate documentation and authorization
- Lead and enhance internal treasury processes to drive operational efficiency, transparency, and to ensure compliance with internal policies, controls and procedures
- Develop and execute treasury solution strategies associated with deposit products, cash management services and payment services offered by the bank; evaluate banking tools for usefulness in the organization
- Review bank balances and inform/coordinate with CFO on cash flow analyses
- Assist with initiatives for operational improvement that result in process efficiencies and effectiveness of cash management practices
- Optimize bank services and assist with design of optimal bank account structures to facilitate efficient and effective flow of funds
- Lead corporate accounting staff responsible for supporting the design, implementation, and banking solutions and systems which facilitate cash collection, and ACH, wire, paper check, payment card and virtual card disbursement processes
- Collaborate and consult with key internal departments, affiliates, and executive leadership to improve, restructure and implement treasury services and systems

# Controller, Real Estate & Corporate Accounting

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- Work directly with business analysts, developers, and product owners to design, configure and test treasury applications to ensure functionality is delivered as expected
- Manage bank related administration; manage bank account authority updates

## TEAM MANAGEMENT & SUPPORT (15%)

- Supervise two direct reports and a total staff of 12 direct and indirect reports
- Lead team deadlines and support organization's strategic plan through annual goal setting across functions
- Support middle management to effectively direct staff responsibilities
- Assist team in the development and standardization of training materials
- Lead Finance staff to ensure timely and relevant communication and teamwork on projects
- Provide leadership in strengthening internal communications with staff at all levels throughout the organization
- Develop, guide, train, educate, and mentor direct and indirect reports to foster optimal performance
- Ensure the success of the Finance team and its performance with forward-thinking oversight, internal control oversight, and continuous improvements.
- Streamline processes and create efficiencies within the finance department.
- Set direction, objectives, and project priorities; evaluate staff performance and support staff development

## ACCOUNTING SYSTEMS DEVELOPMENT & MANAGEMENT (15%)

- Facilitate training for team members and administer changes to Finance systems; Create and maintain an onboarding process for Finance & Accounting Systems
  - Review, evaluate, and develop organizational treasury and accounting policies and procedures.
  - Lead system configuration, implementation, and enhancements to establish more efficient workflows
  - Partner closely with IT consultants to enhance processes and reporting
  - Lead development of policies and procedures as they relate to accounting & finance systems
  - Coordinate with system consultants for reports and system updates
- Assist the CFO with maximizing the impact of the accounting system with the development of templates, reports, and other aspects of the financial system

## DOES THIS SOUND LIKE YOU?

This is an extraordinary opportunity for a committed and emerging leader with at least 8-10 years of experience. Candidates will ideally have experience in nonprofit affordable housing. Other qualifications include:

- A Bachelor's degree in Accounting or Finance and current active CPA is required.
- A minimum 8-10 years of work experience in accounting, preferably in the multi-family, real estate, and/or non-profit sectors.
- Experience with AvidXchange, Sage Intacct, and FloQast preferable, but not required
- Experience working with commercial ACH and wire payment processing software and various banking platforms; Treasury certification desired but not required



# Controller, Real Estate & Corporate Accounting

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- Proven solid project management skills and organizational skills - able to manage multiple projects and prioritize effectively
- Keen acumen in relation to risk assessment and implementation of controls, processes and procedures to ensure a properly functioning internal control environment and ensure services are delivered in a robust and compliant manner
- Ability to provide conflict resolution and can arrange an environment to make resolution easier
- Resourcefulness, with the ability to deliver results in an entrepreneurial, dynamic environment
- Ability to highlight potential organizational threats/problem areas and provide suggested remedies for resolution
- Demonstrate the ability to understand and/or develop organizational and accounting related workflows and processes
- Demonstrate strong technical, critical thinking, problem solving, and investigative skills
- Strong computer aptitude skills, including knowledge of Microsoft Office Suite Programs
- Excellent interpersonal, organizational and communications skills, verbal and written
- Excellent planning and organization skills, with a high level of attention to detail
- Commitment to diversity, equity, and inclusion
- A collaborative approach and team orientation
- Commitment to NHT's mission, including a deep dedication to assisting low-income families

## COMPENSATION

Salary and benefits are competitive and commensurate with experience. The salary range for this position is \$170,000 to \$200,000.

For further details on the benefits available, please refer to NHT's [SUMMARY OF BENEFITS FOR 2025](#).

## JOIN US

[APPLY FOR THIS JOB](#). No phone calls.

NHT is committed to providing equal employment opportunity in all our employment programs and decisions, including, but not limited to recruitment and hiring. Equal employment opportunity is provided to all employees and applicants for employment without regard to race, color, religion, creed, sex, national origin or ancestry, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, political affiliation, disability, matriculation, genetic information, covered veteran's status or any other protected characteristic under federal, state, or local law.