



Job Posting for Controller

Salary range \$95,000 to \$110,000
Flexible, hybrid schedule available

About the Organization

Founded in 1988, Lakes Region Community Developers (LRCD) is a small 501(c)(3) non-profit corporation whose mission is to create affordable housing opportunities in the New Hampshire Lakes Region. LRCD is a respected regional non-profit working to address the housing crisis. LRCD operates a growing rental portfolio of 400 affordable apartments in six different towns.

With six full-time and one part-time staff, as well as long-term relationships with third-party property management companies, LRCD delivers quality housing and support services to over 800 people of low income in the region.

For more information, please visit www.LRCommunityDevelopers.org.

Position Summary

The Controller is LRCD's lead financial manager, responsible for ensuring strong financial stewardship, accurate reporting, and compliance across all operations. This role oversees accounting, budgeting, financial analysis, and internal controls, and plays a key strategic role in supporting affordable housing development and portfolio strengthening projects.

This is a hands-on position ideal for someone who thrives in a small-team environment, enjoys building systems, and wants their financial expertise to directly support community impact.

Key Responsibilities

Financial Management & Accounting

- Oversee all day-to-day accounting functions, including AP/AR, payroll (oversee third party payroll processor), general ledger, and monthly close.
- Prepare timely and accurate monthly, quarterly, and annual financial statements.
- Maintain and improve internal controls, accounting policies, and financial procedures.
- Manage cash flow, banking relationships, and liquidity planning.

Budgeting & Forecasting

- Lead the annual budgeting process in collaboration with the Executive Director and program staff.
- Monitor budget-to-actual performance and provide regular financial analysis to leadership and the Board.
- Develop multi-year financial projections to support organizational planning.

Project Development

- Track real estate development and portfolio strengthening project budgets, sources and uses, and construction draws.
- Ensure that grants, financing, and contracts for all real estate development and portfolio strengthening projects are properly recorded with back-up documentation needed for audit purposes.
- Maintain high degree of coordination with Real Estate Development Director and Asset Management Director to:
 - Provide guidance on deal structure
 - Plan how funds flow to related entities
 - Document flow of funds to related entities for audit purposes
 - Ensure reporting requirements are met
 - Provide guidance to ensure financial sustainability of our real estate portfolio.

Audit, Compliance & Reporting

- Lead the annual audit and 990 preparation process for the LRCO parent company.
- Support Asset Management Director and Property Management in completing Limited Partnership audits on time.
- Ensure compliance with GAAP, nonprofit accounting standards, and grant/contract requirements.
- Prepare financial reports for funders, government agencies, and the Board of Directors.

Organizational Leadership

- Serve as a strategic partner to the Executive Director on financial planning and risk management.
- Present financial information to the Board and Finance Committee in a clear, accessible way.
- Supervise accounting staff/contractors.
- Lead design and implementation of new systems to improve the organization's financial management capabilities and enhance efficiencies.
- Contribute to a collaborative, mission-centered organizational culture.

Supervisory Responsibilities

This position supervises the part-time Accounting Manager.

Qualifications

Required

- Bachelor's degree in Accounting, Finance, or related field or equivalent experience.
- Minimum 5–7 years of progressive accounting or financial management experience.
- Strong understanding of GAAP.
- Experience with budgeting, financial reporting, and audit coordination.
- Proficiency with accounting software (e.g., QuickBooks) and Microsoft 365 applications.
- Ability to work independently, collaborate effectively with others, manage multiple priorities, and build systems in a small-team environment.

Preferred

- CPA or equivalent experience.
- Experience with non-profit accounting, affordable housing finance, LIHTC, HUD programs, or real estate development accounting.
- Familiarity with fund accounting and grant management.
- Experience working with Boards of Directors.

Compensation

- Salary range \$95,000 to \$110,000
- Flexible, hybrid schedule available
- Health insurance (we pay 100% of employee premiums and 50% of family member premiums)
- Dental insurance
- Life insurance
- 403b plan with immediate 3% employer contribution
- 13 paid holidays
- 15 paid vacation days in year one (increases to 18 in year two and to 21 in year four)
- 15 paid sick days per year
- 1 personal day per year
- \$25 monthly cell phone reimbursement

To apply, email cover letter and resume to Carmen Lorentz, Executive Director at CLorentz@LRcommunityDevelopers.org.