Department: Finance
Salary: $86,494 - $129,741
Appointments are typically made between the minimum and the midpoint of the range, depending on qualifications.

Associate Director, Accounting (Controller)

Job Summary
Under the direction of the Director of Finance, this position will function as the controller of the organization and is primarily responsible for managing the daily operations of the administrative accounting and payroll sections of the Finance Department. The candidate will oversee the Los Angeles Homeless Services Authority’s (LAHSA) general ledger, cost allocations, financial management, cash management, cost control, financial analysis, accounting practices, and financial reporting functions. Oversee the overall integrity of LAHSA’s financial data. The Associate Director, Accounting directly supervises the Supervisor, Accounting.

Essential Job Functions
Serves as the accounting and finance expert to the Director of Finance and CFO on projects and initiatives with strategic importance to the organization.

- Provides leadership and direction to the Accounting Unit in accordance with the overall strategic direction of the Finance Department.
- Supervises the preparation, reconciliation, and timely submission of advance and cash requests to grantors.
- Tracks accounts receivables and ensures follow-up for timely collection;
- Monitors cash receipts to ensure cash receipts policies are followed, deposits are appropriately endorsed and deposited on a timely basis.
- Monitors cash flow issues, especially as related to LAHSA operating costs and ensures adequate cash balances are on hand to meet current obligations.
- Oversees the submission of timesheets and the processing of payroll.
- Reviews payment requisitions for administrative expenditures
- Oversees the check disbursements processes, insuring that all staff, vendors and subrecipients are paid on a timely basis.
- Ensures compliance with cash turnover requirements by program.
- Distributes interest earnings on quarterly basis, if any, to the appropriate grants and ensures earnings are either reprogrammed or returned to grantor, based on grantor’s requirements.
- Develops forecasts of cash use for LAHSA’s operating costs and ensures that adequate cash balances are maintained in each managed grant or fund to meet operating requirements.
- Oversees the generation of monthly cash reports, accounts payables and accounts receivable reports to support management and LAHSA’s board of commissioners
- Prepares cash flow projections and notifies the Controller of any issues that may arise during the year.
- Works with subrecipients and grantors to resolve issues on a timely basis.
- Oversees the cash disbursement process, ensuring compliance with LAHSA requirements regarding cash management by grant.
• Oversees the renewal and utilization of credit line and ensures uses are consistent with LAHSA policy and procedures.
• Oversees the maintenance and reconciliation of Due To/Due From accounting for use of credit line monthly.
• Supervises bank statement reconciliations and investigates discrepancies; advising Director of Finance and CFO immediately of any unresolved discrepancies.
• Reviews General Ledger and Trial Balance reports monthly.
• Ensures the accuracy of MIP Abila Accounting software data, including the review of Revenue and expenditure allocation to grants, and make corrections as required.
• Oversees the closeout procedures for all LAHSA grants to ensure all eligible expenditures have been reimbursed, all cash has been requested and received in a timely manner, and all savings have been identified and reported to the grantors.
• Oversees the preparation of the year-end financial statements and closing journal vouchers transactions.
• Assists auditors and grant monitors during annual financial audits.
• Serves as a liaison to independent accountants and grantors on cash and bank statement reconciliations, as needed.
• Assists with the definition and framing of complex multi-dimensional issues and helps to develop timelines, processes as well as procedures for decision making.
• Fosters strong customer service orientation within the department and across the organization, with a strong results-oriented focus on motivating staff and holding them accountable to meeting key performance indexes as well as deadlines.
• Enables a positive work environment, emphasizing respect for individuals, high standards of quality, innovation and team work.
• Facilitates the ongoing learning, well-being, professional satisfaction and development of staff through training, work assignments, increased responsibility/autonomy and mentoring of the administrative and program accounting section managers.
• Participates in overseeing the maintenance of an automated fund accounting system in accordance with Generally Accepted Accounting Principles and applicable federal, State, County and City regulations.
• Works collaboratively with other department associate directors to ensure accounting issues affecting cash are resolved on a timely basis.
• Implements and maintains internal controls and accounting procedures in compliance with LAHSA’s policies and procedures.
• Serves as primary liaison with granting agencies on advance and cash requests.
• Provide and/or supervise technical assistance trainings to LAHSA staff.
• Assumes other responsibilities as designated by the Director of Finance and CFO.
• Acts as the back up to the Director of Finance as authority is delegated.

Knowledge, Skills and Abilities:
• Team-based project management.
• Homeless funding regulations, requirements and procedures, including HUD Supportive Housing Program, Emergency Solutions Grants and Community Block Development Grants.
• Intermediate and advanced level of computer software programs specifically, Microsoft Office (Word, Excel, Access, Power Point and Outlook) and the internet.
• Knowledge of fund accounting software preferably Sage Fund Accounting, ADP and GHG.
• Applicable laws, rules, regulations and/or policies and procedures procurement and/or administration of contracts, grants, loans, or similar agreements.

Training & Experience
• Candidate must have a minimum of eight years of accounting or auditing experience in a governmental or non-profit organization, and a minimum of three years of general management experience or demonstrated ability to lead professionals through influence and collaboration.

• Must have experience in fund accounting and financial grants management of federal funds, including a working understanding of the Super Circular 2 CFR Part 200, fundamentals of the HUD Supportive Housing Program, Emergency Shelter Grant Programs, and general ledger management and maintenance.

• Must have experience with fund accounting software preferably Sage Fund Accounting. Candidates must have project management skills as well as strong interpersonal, organizational, written and oral communication skills and demonstrate attention to detail.

• Graduation from an accredited college with a bachelor’s degree in accounting, finance, or business administration, and a minimum of five years of accounting and auditing experience in a governmental organization. Master’s in Business Administration, Preferred, but not required.

Other Desired Skills and Requirements:

• CPA

• Proficient in office software such as Microsoft Office (Word, Excel, Access and Outlook).

• Working knowledge of project management software (MS Project) and the Internet.

• A valid Driver’s License is required.

To Apply, please go to www.lahsa.org/jobs