

Job Posting

November 15, 2018

POSITION

Business Manager

EMPLOYMENT TYPE

Regular FT – 35 hours/week

SALARY

\$70,000 - \$80,000

REPORTS TO

VP of Housing

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Business Manager will provide direction and leadership to the day-to-day business functions of the RB Housing division. He/she will **serve as the liaison to RB's Administrative Departments**, including but not limited to Finance & Accounting, Accounts Payable, Receivables, Human Resources, Payroll, Risk Management & IT. In addition, the Business Manager will track the financial performance for all real estate operations, government funded contracts and fundraising activities, and will serve as liaison to partners and investors in the real estate portfolio. Other duties and responsibilities include:

Asset Management duties:

- Deliver monthly, quarterly and annual comprehensive reports of **RB's real estate portfolio** to Vice President of Housing, CFO, CEO, Real Estate Committee to increase operations visibility and encourage reactive management
- Analyze, request, and report on Developer Fees, Incentive Fees, cash flow surplus through waterfall and other fees as earned across the portfolio.
- Prepare monthly and quarterly reports prior to submission to investors and respond to Investor questions as required.
- Review and approve annual budgets for all properties, in coordination with relevant parties in the Housing and Fiscal Department.
- Review and approve annual financial audits for all properties, in coordination with relevant parties in the Housing and Fiscal department.
- At permanent conversion of new construction projects, coordinate with Directors of Properties and Real Estate and the Fiscal Department to:
 - Ensure early and ongoing fiscal and regulatory compliance
 - Implement regulatory requirements across management platforms
 - Work with the Property Management team to ensure oversight and tight management to budgets, and ensure quality of service to tenants.
- Assist in oversight of the 202 projects contract management and operations
- Processing and review of asset management and investor fees across the portfolio.
- Processing and review of capital, operating, and other reserve draw requests across the portfolio

Accounting, Finance & Payroll duties:

- Design and present effective budget models for the Housing division;

- Work with VP or assigned staff to prepare budgets and budget modifications for all grants, non-funded programs and division operating activities. Maintain copy of grant information including but not limited to budgets, work-scope and programmatic reports for auditing purposes;
- Analyze and report on financial information (e.g. revenues, expenditures and cash management) to ensure all operations are within budget by performing monthly budget to actual variance analysis;
- Perform on-going forecasting to ensure grants are maximized;
- Review budgets to ensure compliance with contractual and legal regulations;
- Coordinate requests to funder for approval to purchase equipment and one-time costs as applicable;
- Coordinate billing for inter-agency and third party contracted services;
- Conduct periodic review of liability insurance spreadsheets;
- Request property codes (previously referred to as cost centers) for new grants & contracts and at the start of new fiscal years;
- Ensure invoices are sent in a timely manner to the Accounts Payable department;
- Review vouchers sent to funding agencies to ensure accuracy;
- Work with collections team to identify ledger inaccuracies and review journal entries to effect change;
- Review timecards to ensure timely approval and proper allocation prior to payroll cut-off date;
- Ensure payroll certification reports are reviewed, signed and returned to the Payroll Department in a timely manner;
- Prepare journal entries for all corrections to payroll certifications and retroactive allocations;
- Suggest spending improvements that increase profits.

Human Resources duties:

- Supervise Office Assistant, who will be responsible for the following:
 - Recruitment and hiring of staff in compliance with agency, contractual and other regulatory agencies policies and procedures, including but not limited to:
 - Submission of job requisition
 - Job Posting
 - Coordination of applicant screening and interview arrangement
 - Make employment offers as approved by division VP or designee
 - Submission of hiring documents to HR
 - Act as point person for communications between HR and divisional staff;
 - Involvement in development and continued update of the HRIS;
 - Participate in job fairs;
 - Periodically auditing of database to ensure accuracy; report all data discrepancies to HR department;
 - Initiate timely submission of employee changes via PAFs in accordance to program needs and budgetary considerations;
 - Work closely with unit directors, managers and supervisors for proper completion of performance evaluations;
 - Work with our Training Specialist to schedule trainings for division, as necessary;
 - Oversee task management in our HRIS;
 - Work with Benefit Specialist to coordinate staff meetings, open enrollment and information sessions for employee benefits;
 - Assist with coordination of leaves as well as the benefit claim process including paid family leave, short-term disability and workers compensation;
 - Maintain necessary files for audits;
 - Maintains confidentiality at all times.

COMPETENCIES

- Bilingual (Spanish) a plus;
- Must be detail-oriented and possess excellent communication and organizational skills;
- Experience with Microsoft office programs, with advanced knowledge of word and excel;
- Ability to deal professionally with confidential information.



EDUCATION EXPERIENCE

Any combination equivalent to education and experience that provides the required knowledge and skills may be considered qualifying:

- **bachelor's degree from an accredited college or university with a major in business, finance, math or other related field;**
- **experience working in non-profit setting a plus;**
- **experience maintaining an Human Resource Information System preferred;**
- **experience In affordable housing finance**
- **experience and knowledge of bookkeeping, budgeting and financial analysis.**

APPLICATION DEADLINE

December 15, 2018

SUBMIT RESUME TO

Bianca Fernandez
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