



Position Announcement: Finance Manager Community Home Trust Located in: Chapel Hill, NC (Hybrid)

Ask yourself

Do you have a heart to improve housing affordability for diverse populations? Do you have senior level nonprofit finance experience in affordable housing, real estate, community development, home lending and/or real estate finance? Do you have a passion for serving university employees, teachers, first responders, firefighters, and others who serve the community but otherwise could not afford to own a home where they work in Orange County, NC? Are you the future Finance Manager of Community Home Trust?

Why?

Community Home Trust (CHT), a nonprofit organization that seeks to strengthen the community with permanent affordable housing opportunities, is looking for a Finance Manager to join their team to achieve the organization's strategic vision through sound and innovative financial leadership.

CHT's vision is a world in which barriers are removed for those wanting a home they can afford, where the supply of those homes keeps pace with the demand, and all individuals have long term access to a safe home where they can thrive, work, and grow. CHT sells homes using a 99-year ground lease in order to keep homes affordable in perpetuity. They also maintain affordable rentals with an inventory of 340 affordable homes.

What will you do as Community Home Trust's Finance Manager?

The Finance Manager is a member of the executive leadership team reporting to the Executive Director with overall responsibility for the financial strategy of the organization. Working as a collaborative leader, the Finance Manager helps manage expected organizational growth and reports on all fiscal and fiduciary affairs of the organization. The Finance Manager will report to investors, lenders, grantors, and government agencies; oversee cash and investment management; budgeting and forecasting; and manage the day-to-day operations of the accounting department.

In addition, the Finance Manager develops and implements the organization's business plan in alignment with its strategic goals. The Finance Manager ensures the organization's mission and core values are reflected in its workplace, service delivery and external partnerships.

Organizational Strategy:

- Together with the Executive Manager and other executive team members, develops the strategy to ensure that the organization has the capacity and financial resources needed to achieve its current and future goals, while mitigating financial and operational risk.
- Develops and maintains effective working relationships with key financial partners including funders, investors, partners, government agencies, consultants, and vendors.
- Oversees, and ensures effective use of Information Technology systems while overseeing outside IT vendors to support fundraising and all lines of business, including document, client, and fiscal management systems.
- Oversees employee benefit enrollment and renewals with outside vendor

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.
- 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 development capital needs, and monitors mater leasing budgets and program budgets.
- Manages and supports the preparation of the quarterly and annual consolidated corporate audit and tax returns.
- Supervises the Bookkeeper on day-to-day operations that includes, but is not limited to, month and year end close, accounts receivable and payable, payroll, invoicing, cash receipts, and disbursements.
- Manages investment accounts with investment broker vendor providing stewardship analysis and monitoring funds.
- Works with fundraising team to develop grant budgets and reporting.
- Works collaboratively with program team to develop financial strategies for financing affordable housing.
- Maintains liability and insurance policies.

Board and Committees:

- Attends quarterly Board of Director meetings as the Finance Committee liaison.
- Coordinates activities of the Finance Committee including developing agendas and providing reports on financial, investment and organizational performance and projections and other information to committee members in a well-organized, accurate and timely fashion.

Why Community Home Trust?

In 1991, the Orange County Affordable Housing Task Force created the Orange Community Housing Corporation (OCHC). Over the next ten years and through several iterations, Community Home Trust (CHT) was born. CHT marked its 30th anniversary in 2021 with 332 permanently affordable homes in inventory in Chapel Hill and Carrboro. Most Community Home Trust houses are built by private sector developers who are required to provide a percentage of affordable homes in their developments. These homes are sold to Community Home Trust at prices that are affordable to buyers.

As a result of local governments' housing policies, Community Home Trust is the primary provider of affordable homeownership in Orange County. CHT homes typically sell at 30% to 50% below the market value and many Community Home Trust homeowners live close to where they work, and their children attend the best school system in the state.

Want to know more? Visit CHT's website at <https://communityhometrust.org/>.

Key lived experiences, attributes, and skillsets sought in the Finance Manager

- Bachelor's degree from an accredited institution and at least five years of financial leadership experience with a nonprofit; housing/real estate knowledge preferred
- Strong understanding of, and extensive professional experience, with:
 - Accounting/GAAP principles, particularly for nonprofit organizations
 - Tax requirements for nonprofit organizations
 - Budgeting and forecasting
 - Financial statement preparation and reporting
 - Cash flow management
 - Account reconciliations
 - Accounts payable
 - Banking services
 - Investment oversight
 - Risk Management
 - Financial modeling and forecasting
 - Construction drawing, invoicing submission to banks and reporting
- Ability to demonstrate compassionate service with diverse individuals from all walks of life, including, but not limited to, race, income, age, and ability.
- Strong interpersonal skills required to relate to partners, government leaders, volunteers, and colleagues. Ability to work well in a collaborative environment.

- Demonstrated commitment to diversity, equity, and inclusion in your professional and personal life.
- Demonstrated ability to think strategically and thorough understanding of strategic development.
- Must be self-motivated, results oriented, and able to set priorities and work on numerous projects simultaneously.
- Excellent organizational, communication (both verbal and written), analytical and negotiating skills.
- High energy, positive "can-do" attitude, curiosity, flexibility, teamwork, and attention to detail; high degree of initiative.
- Highly proficient with computer skills and knowledge of Excel and other finance software; knowledge of QuickBooks and Salesforce.

Think you are the next CHT Finance Manager?

To apply, click on the link to the Finance Manager position profile at [ArmstrongMcGuire.com/jobs](https://www.armstrongmcguire.com/jobs). You will see instructions for uploading your compelling cover letter, resume and salary requirements. Please provide all requested information to be considered. In case of any technical problems, contact talent@armstrongmcguire.com. No phone calls, please, and no applications will be accepted by email or directly from third-party posting sites.

This position includes flexibility for partial remote work. The salary range starts at \$80,000. Benefits include medical, dental, short, and long-term disability, life insurance, 403(b) retirement plan with 7% of salary contribution vested immediately: accrued vacation and sick time and 15 paid holidays.

CHT strives to reflect its community and hold themselves accountable to building a diverse and inclusive organization. CHT promises to act on that commitment and respect each other in the process. CHT is committed to excellence in their work and invests in each other and their team. CHT's community and workplace are safe, encouraging, equitable spaces.