

Job Category:

Real Estate Development; Affordable Housing

Job Title:

Controller

Job Location:

Salisbury, MD



Green Street Housing

Green Street Housing (GSH) is an experienced and fast-growing developer of affordable housing in the mid-Atlantic region. Founded 10 years ago, GSH has developed hundreds of apartments units in Maryland, Delaware and Virginia. With many projects in our development pipeline, GSH is seeking to add an energetic and diligent Controller to the team in Salisbury, Maryland.

Position Summary

The Controller will report directly to the principals and will be responsible for the financial and accounting operations of the company and its affiliates. The successful candidate must be able to work independently in a fast-paced, entrepreneurial environment, be able to manage multiple projects and prioritize their work.

Job Responsibilities:

- Collaborate with and oversee our full-time bookkeeper/office manager
- Oversee financial and accounting operations of development company, its affiliates, and its parent companies
- Insure timely completion of annual audited financial statements for development company
- Create and maintain internal accounting procedures
- Cash flow projection, tax projections, monthly reports, cash management
- Maintain bank accounts and credit facilities
- Periodic compilation of personal and corporate financial statements
- Financial reporting compliance for lenders and investors
- Oversee the process of monthly construction draws for 3-10 projects (some internally administered and some with partners)
- Interface with equity investors for the requisition of equity capital contributions into project partnerships
- Predevelopment cash flow management for 3-10 projects
- Interface with 3rd party property management companies for financial reporting and asset management

- Create and maintain procedures for construction period and pre-construction period reporting

Qualifications include:

- Bachelor's degree in business, accounting, or a related field
- 7+ years of finance and/or accounting experience
- Working knowledge of finance and tax law and regulatory standards
- CPA preferred

Salary & Benefits:

Salary and bonus are based on skill and experience. Benefits include three weeks of flexible leave and Company paid health insurance.

Responses go to Tom Ayd: careers@greenstreethousing.com