



**Monarch Housing Associates
Part Time Comptroller
Job Description**

Monarch Housing Associates is a mission driven, results oriented, state wide non-profit consulting firm. Our vision is that every person will have quality affordable, permanent housing that fosters freedom, independence and community integration. Our mission is to expand the supply, accessibility and variety of affordable, permanent supportive housing. This is accomplished through housing development, planning, advocacy/policy work and partnership with stakeholders across the state. Monarch offers support to our partners in developing and financing affordable and supportive housing, and developing and implementing plans to end homelessness.

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Asish Patel
Chief Operating Officer

General Description:

Monarch is seeking a part-time Comptroller to oversee its accounting, finance and reporting activities. The Comptroller will provide leadership and guidance, and help ensure compliance and adequate reporting in all aspects of Monarch's work. This position requires the ability to multi-task, with excellent time management and accounting skills.

Duties and Responsibilities:

- Oversee and monitor all accounting, finance and reporting activities
- Oversee and work with external bookkeepers and auditors
- Provide audit support
- Ensure Monarch has the systems and procedures in place to facilitate accurate reporting and flawless audits
- Oversee all grant management activities
- Manage invoicing and bill payment
- Prepare reports on agency progress (income and expenses)
- Assist the CEO in the annual budgeting and financial planning process
- Forecast income needs
- Review cashflow
- Oversee receipt review, and ensure that all expenditures are consistently aligned with grant and program budgets throughout the grant or contract periods
- Oversee QuickBooks
- Prepare financial reports for grants from governments, foundations and other funding sources
- Process contracts
- Process bi-weekly payroll
- Perform other related duties as assigned



Qualifications and Requirements:

- Minimum Bachelor's Degree, in Accounting or Finance preferred
- At least five years of accounting experience required; at least three years of experience as a comptroller or similar job function preferred
- Experience in a non-profit organization highly preferred
- Understanding of accounting procedures and advanced financial management
- Experience in financial management analysis
- Experience creating and managing budgets
- Excellent interpersonal, verbal and written communication skills
- Solid experience coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger and payroll
- Ability to work effectively with all staff members, including the CEO and COO, as well as with external bookkeepers, auditors, etc.
- Proficiency in Microsoft Office Suite (Word, Excel) and Adobe
- Extremely organized and meticulous with details
- Ability to work independently, prioritize and manage tasks to meet deadlines and expectations with minimal supervision
- A strong work ethic, integrity, and the highest ethical standards
- Ability to be discreet and maintain the upmost confidentiality with information
- Sensitivity to varying cultural, ethnic and social backgrounds, values and attitudes
- Applicants must be authorized to work for any employer in the U.S. We do not currently sponsor for immigration or work permit applications.

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Job Schedule and location: Part-time hours, approximately 20 hours a week, to be generally worked within the timeframe of M-F, 9:00am-5:00pm. Must be willing to work occasional hours outside normal work hours. Must be able to come into the Monarch office in Cranford as needed.

Compensation: Around \$60,000 annually, depending on experience. Paid time off, 401K and 401K match available.

Monarch is an Equal Opportunity/Affirmative Action Employer and is committed to diversity, equity, and inclusion in its workforce. We encourage candidates that will help us live out this commitment to apply.

How to Apply:

Send cover letter and resume to:

Asish Patel, apatel@monarchhousing.org