

Controller



National Association of Real Estate Brokers (NAREB)

The National Association of Real Estate Brokers (NAREB) was formed in 1947 to secure the right to equal housing opportunities for all regardless of race, creed, or color, under its banner of Democracy in Housing. The purpose of NAREB is to enhance the economic improvement of its members, the community at large, and the minority community which it serves. To unite those engaged in the recognized branches of the real estate industry including brokerage, management, mortgage financing, appraising, land development, home building, and allied fields for the purpose of exerting influence on real estate interests. NAREB has over 90 chapters located nationwide and publishes annually The State of Housing in Black America (SHIBA) Report.

Controller

The Controller provides strategic and tactical leadership, management and oversight of finances and reporting. As NAREB's Controller you will lead the day-to-day financial, budgeting and reporting operations, including functional responsibility over accounting, bookkeeping, accounts payable and accounts receivable, finance, accounting and reporting activities and ensure NAREB has systems and procedures in place to support effective program implementation and conduct flawless audits.

Responsibilities:

- Compiles, distributes and presents NAREB's monthly consolidated financial information to the Board, Budget & Finance Committee and Audit Committee, Executive Team and other committees as needed. Includes communication of financial results and discussions for the health of the association.
- Compiles year-end financial data for the annual report and Annual Membership meeting.

- Liaison for Budget & Finance Committee and Audit Committee which includes promoting healthy relationships.
- Prepares and communicates departmental reports as required by the Budget & Finance Chair, the Executive Director and President to ensure the department's focus aligns with strategic goals.
- Reviews contracts to minimize risk and financial exposure for the organization
- Strategically reviews and guides process decisions for the department including financial oversight of all NAREB functions.
- Prepares NAREB Annual Budget in collaboration with the Budget & Finance Committee
- Ensures compliance with the law and NAREB's policies and procedures.
- Intricately works with the Budget and Finance Committee Chair and the Executive Director on the annual forecast and budget processes.
- Ensures best practice efforts in all financial management and control-related practices.
- Assist IT department, Convention and Conference Committee, and Membership Department with accounting processes within NAREB's various CRM systems.
- Works with NAREB's Treasurer and Budget & Finance Committee to prepare presentations of financial data and reports to the Board of Directors and various committees of the Board.
- Month end and year end close
- Oversee bank account reconciliations
- Monthly journal entries
- Prepare and review monthly financial statements
- Analyze financial statements and identify trends
- Coordinate annual independent audit
- Achieves budget objectives
- Collects, analyzes and summarizes trends to prepare special reports
- Liaison with vendors
- Monitors NAREB's annual budget and monthly financial performance
- Has oversight of investment portfolio
- Management of short and long-term cash needs
- Maintenance of banking relationships and services with oversight from the NAREB Treasurer and Executive Director
- Development of policies and procedures ensuring internal controls and adherence to GAAP State of Maryland and federal requirements
- Document monthly close process responsibilities to ensure continuity of operations

- Handles all receivables and payables for NAREB
- Processes invoices for sponsorships and other receivables
- Other projects as assigned by the Executive Director and the Chair of the Budget & Finance Committee.
- Oversee accounting for all the in-house and external cash receipts
- Ensure all in-house cash receipts are properly record in the General Ledger in a timely manner
- Work closely with the 3rd party caging company and Marketing department to ensure all external cash receipts are properly recorded the General Ledger in a timely manner
- Oversee continual reconciliation between the CRM database and Accounting databases
- Responsible for proper completion of additional balance sheet account reconciliations related to the cash receipts and restricted grants processes including accounts receivable (grants /bequests/ misc.), deferred revenue, etc.
- Manage the distribution of monthly budget vs. actual analysis reports
- Assist in annual Form 990 creation

Competencies:

- Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.
- Communications - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.
- Customer Service - Displays courtesy and sensitivity; manages difficult or emotional customer situations; meets commitments; responds promptly to customer needs; solicits customer feedback to improve service.
- Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests.
- Visionary Leadership - Displays passion and optimism; inspires respect and trust; mobilizes others to fulfill the vision; provides vision and inspiration to peers and subordinates.
- Strategic Thinking - Develops strategies to achieve organizational goals; understands organization's strengths and weaknesses; analyzes market and competition; identifies external threats and opportunities; adapts strategy to changing conditions.

Accounting

- Establish and supervise implementation of efficient and accurate accounting systems
- Gather, organize and maintain all records of revenue and expenditures
- Review and approve preparation and finalization of monthly and annual financial reporting materials
- Review financial reports with Budget & Finance Committee, & Executive Director
- File all reports to funding sources in timely fashion

Payroll Operations

- Establish and supervise implementation of efficient and accurate payroll procedures
- Maintain accurate payroll related records
- Ensure that all staff and consultants are compensated accurately and on time
- Ensure the timely payment of all taxes and benefit premiums
- Assure compliance with all state, federal and local laws pertaining to compensation for work performed

Required Qualifications

- Bachelors in Accounting, Business Administration, Finance or a closely related field required;
- CPA preferred
- Must have a minimum of 5 years of experience in accounting or financial management; not-for-profit experience preferred
- Extensive knowledge of the principles, practices and procedures of accounting, finance, budgeting and planning for a not-for-profit agency
- Must be a strategic thinker with the ability to conceptualize an act upon the agency's financial objectives and operationalize these objectives
- Ability to motivate and hold team members accountable
- Demonstrate knowledge of laws, procedures, regulations and best practices relating to not-for-profit accounting practices and financial reporting
- Ability to exercise considerable judgment and discretion in establishing and maintaining confidentiality and good working relationships, with internal and external stakeholders including the Board of Directors, committee members, donors, vendors and employees

Required Conditions of Employment

- Must have a clean criminal history.
- Must be able to pass a drug screening.

It is the policy of National Association of Real Estate Brokers to provide equal employment opportunity to all qualified individuals without regard to their race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, military status, marital status, family/parental status, or any other characteristic protected by law, in all personnel actions.

Please submit resume, cover letter, and 3 professional references to:

narebsearchcommittee@nareb.com no later than 5pm EST on Monday, October 22, 2018. For more information, please call Antoine M. Thompson at (301) 552-9340