



## Director of Finance and Accounting/Controller

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**Are you passionate about making a difference in the lives of others every day, while being part of leadership team of Senior Housing Options?**

**Senior Housing Options, Inc., a non-profit providing affordable, safe housing and care for seniors and people with disabilities, has a great opportunity for a Director of Finance and Accounting/Controller to join our team.**

**Key duties include:**

The Director of Finance and Accounting/Controller is responsible for all aspects of financial operations, recordkeeping, reporting, loan compliance, audits, treasury management, and budget creation for Senior Housing Options, Inc. and all its properties, and manages a team of individual contributors carrying out the functions of accounting, audit, accounts receivable and accounts payable. As a member of the Senior Housing Options, Inc. leadership team, the Director of Finance and Accounting informs other directors and the Executive Director on best practices in financial operations.

**Key duties include:**

- Responsible for establishing, monitoring, training on and enforcing financial policies and procedures to maintain operational excellence, efficiency and ethical and legal compliance
- Establish and monitor internal financial controls
- Ensure development of annual budgets for Senior Housing Options, Inc. and its properties
- Accomplish preparation, review and delivery to the Executive Director and the Board of Directors' Fiscal Committee of accurate and complete monthly financial statements for Senior Housing Options, Inc. and its properties, including Profit and Loss Statement, Balance Sheet, current Accounts Receivable and Accounts Payable, variance reporting, bill backs, personal needs accounting, payroll reconciliation, capital spending, summary/overview, Key Performance Indicators, and recommendations.
- Provide specialized reporting and analysis to inform strategic plan of the organization – and modeling for business opportunities which could include development, re-financings, acquisitions at the request of the ED or Board.
- Serve as subject matter expert consultant to directors, administrators and managers regarding complex financial and accounting issues and ethical financial practices

**Qualified candidates will have:**

- Bachelors' Degree in Accounting, CPA preferred
- 6-10 years' prior experience in a Controller/Finance Director-level accounting role preferred
- Ability to read, write, speak and understand the English language fluently, and communicate verbally and in writing at a professional level
- 6-10 years' experience in detailed work on accounting transactions, financial statement preparation and work with/manage accounting staff, and effectively lead a team of management-level employees

**Expected Hours of Work:**

This role is considered full-time, exempt from overtime.

**Pay:** Competitive pay, depending on experience.

**What We Offer:**

- Paid holidays and paid time off
- Employer-subsidized health, dental, life, short-term disability, and long-time disability insurance benefits for employees. We also offer vision, flexible spending accounts and dependent care accounts.
- 403(b) retirement plan with 2% match, subject to vesting requirements
- Opportunities for training, career growth and leadership development
- An employer with a mission you can believe in and a team that works together to achieve it

**You will love working in our lower downtown corporate office in a historic Denver building, less than two blocks from Union Station with easy access to Light Rail. Every one of our employees is a critical part of our success. Will you be the next one to join our team?**

Please apply today by emailing your resume to [jobs@seniorhousingoptions.org](mailto:jobs@seniorhousingoptions.org).