



## Assistant Controller

Job Description: Full-time Exempt

**Organizational Background:** Founded in 1995, East LA Community Corporation's mission is to advocate for economic and social justice in Boyle Heights and Unincorporated East Los Angeles by building affordable housing, grassroots leadership, and access to economic development opportunities for low and moderate income families.

**Position:** The Assistant Controller reports to the Controller. Responsibilities include, but are not limited to, staff supervision, general ledger accounting and financial reporting, and other special projects as assigned. Annual responsibilities include preparing organizational budget, managing organizational audit and facilitating affordable housing project audits.

### Duties and Responsibilities

- Oversee all aspects of day to day accounting office operations including staff supervision
- Follow up on all accounting issues
- Batch review and transaction posting
- Construction accounting
- Review/approve setup of new entities, properties and tenants
- Review/approve lease charges, adjustments, monthly billing, move-outs processing
- Review/approve grant charges and accruals
- Support grant applications and reporting
- Review delinquency report and oversee collections
- Monthly Accounting Calendar
- Monthly and Month-end checklists
- Bank Reconciliations
- Monthly account analysis, reconciliation
- Monthly balance sheet schedules
- Close Month and Year End
- Preparation of Monthly/Bimonthly Financial Packages including variance analysis and supporting schedules
- Maintain control schedules to ensure timely filings and payments
- Prepare annual organizational budget
- Audit preparation and year-end adjustments
- Annual residual receipts calculations/payments
- Participate and support organization wide events and activities
- Other duties as assigned by the Controller

### Qualifications

- Minimum of a BA/BS Accounting degree and five years of experience in Real Estate Industry accounting; Affordable Housing Development/ Management and Non-Profit a plus
- CPA certification with audit experience
- Knowledge of construction accounting
- Knowledge of accounting principles and theory
- Advanced knowledge of Microsoft Excel; Yardi software a plus
- Highly motivated
- Ability to prioritize and meet communicated schedules and deadlines
- Demonstrated ability to work independently, and as part of a team
- Extremely organized and able to multi-task
- Attention to detail and have accuracy in daily work and other projects
- Strong interpersonal and communication skills
- Ability to handle confidential information
- Excellent customer services skills
- Access to a car with valid insurance

### **Compensation:**

Compensation DOE. This is a full-time exempt position, with a 9/80 work schedule and a competitive benefits package.

**ELACC is an Equal Opportunity Employer.**

Email or Fax resume and salary history to:  
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[www.elacc.org](http://www.elacc.org)

Position open until filled