POSTION DESCRIPTION
Comptroller
TWIN PINES HOUSING TRUST

Organization:

Twin Pines Housing Trust (TPH) is a non-profit housing trust that owns, manages and develops affordable housing in the Upper Valley of New Hampshire and Vermont.

Supervisor:  Chief Financial Officer

Classification:  Part-time - approximately 40 hours per month – varies by month

Responsibilities:

The Comptroller is responsible for the performance of the financial operations of Twin Pines’ properties in conjunction with the Staff Accountants, and assisting with the financial operations of Twin Pines in conjunction with the CFO.

Property responsibilities to include sub ledger reconciliations, reviewing bank reconciliations, reviewing journal entries, monthly reporting, and assistance with audits and year-end tax forms. Oversee integrity of the financial reporting software. Review the distributions from all properties and account for any capital transactions such as the sale of transfer of any properties.  Responsible for multiple accounts and companies.

Twin Pines responsibilities to be determined and may include payroll and other areas as needed.  More specific responsibilities include:

1. Review of cash account reconciliations each month.
2. Review of property financial statements each month
3. Ensure timely filing of financial statements, monthly, quarterly and annually
4. Assist with the preparation of annual budgets.
5. Assist with the annual financial audits.
6. Recording of capital transactions including sales and acquisitions.
7. Other duties as assigned.

Qualifications: