



**Chief Financial Officer (CFO)
Twin Pines Housing Trust**

Reports To: Executive Director
Direct Reports: Finance/Accounting Staff
Status: Full-Time, Exempt with full benefits

Mission Statement

Twin Pines Housing Trust strengthens the Upper Valley by creating and maintaining quality, affordable housing with supportive services. We envision communities where every individual can live in stable, secure housing and access the resources they need for a healthy life.

Position Summary

The Chief Financial Officer (CFO) is a key member of the senior leadership team responsible for the financial health, operational integrity, and administrative operations of a small but growing nonprofit affordable housing organization. This role oversees all financial operations of the parent nonprofit and its portfolio of 20 or more affordable housing limited partnerships (LPs). Responsibilities include managing development projects, operating properties, and ensuring compliance with investor and lender requirements.

The CFO also leads Human Resources, oversees IT systems, and strengthens internal operations to support organizational sustainability.

Key Responsibilities

Financial Leadership & Strategy (Organization-Wide)

- Serve as a strategic partner to the Executive Director and Board of Directors, providing financial insights, forecasting, and long-term planning support.
- Develop and manage annual organizational budgets and scenario planning,
- Present financial reports and analysis to the Board of Directors, Finance Committee, investors, and other stakeholders.
- Guide financial strategy around new development opportunities, refinancing, and organizational growth.

Non-Profit Financial Management

- Oversee all accounting, bookkeeping, and internal controls for the nonprofit entity.
- Ensure compliance with GAAP, grant reporting requirements, and nonprofit audit standards.
- Manage restricted and unrestricted funds, grant invoicing, and cash flow planning.
- Oversee the annual audit, Form 990 filings, and coordination with external auditors.
- Work with Property Management to ensure compliance with Vermont and New Hampshire nonprofit regulations, reporting requirements, and state-level filings.

Limited Partnership (LP) & Real Estate Portfolio Finance

- Direct financial operations for 20+ limited partnerships. Ensure compliance with affordable housing programs, including LIHTC, HUD, USDA, HOME, and CDBG programs.
- Oversee property-level financial statements, audits, tax returns, and investor reporting.
- Maintain compliance with partnership agreements, lender covenants, reserve requirements, and regulatory obligations.
- Monitor property performance, capital needs, and cash flow distributions.
- Support real estate development staff with pro formas, construction draws, cost certifications, and closing packages.
- Ensure compliance with Vermont Housing Finance Agency (VHFA), New Hampshire Housing (NHHFA), and related state housing program requirements.

Treasury, Risk & Compliance

- Manage banking relationships, cash management, investment policies, and credit facilities.
- Ensure adequate insurance coverage across all entities and properties.
- Maintain internal controls to safeguard assets and ensure regulatory compliance in Vermont and New Hampshire.

Human Resources Oversight

- Provide leadership and oversight of HR strategy, including culture, compensation, benefits, and talent management.
- Ensure compliance with employment laws in Vermont and New Hampshire.
- Oversee recruitment, perform onboarding, performance reviews, and professional development.
- Ensure accurate payroll administration and alignment of HR practices with organizational values.

Information Technology Leadership

- Oversee IT strategy, systems, software selection, cybersecurity policies, data integrity, and technology planning.
- Coordinate with external IT vendors or MSPs to ensure reliable and secure technology infrastructure.
- Promote effective use of technology to streamline operations and support hybrid/remote work needs.

Team Leadership & Organizational Development

- Supervise and mentor finance, HR, and IT personnel, fostering a collaborative and mission-driven workplace.
- Improve organizational systems, processes, and policies to support efficient operations.
- Play a key role in leadership discussions, decision-making, and cross-departmental planning.

Qualifications

- Bachelor's degree in accounting, Finance, Business, or related field required; CPA and/or MBA strongly preferred.
- Minimum 7–10 years of senior-level financial leadership experience, preferably in nonprofit organizations, affordable housing, or multi-entity real estate structures.
- Strong preference for prior LIHTC (Low-Income Housing Tax Credit) experience.
- Demonstrated experience managing audits, complex budgets, and multi-entity reporting.
- Familiarity with Vermont and New Hampshire housing programs, compliance requirements, and financial reporting standards preferred.
- Familiarity with property management systems and nonprofit accounting software such as Yardi, and Sage 50 preferred.
- Knowledge of HR best practices and IT oversight.
- Excellent communication, strategic thinking, and leadership skills.
- Commitment to affordable housing, community development, and the organization's mission.

Compensation

Salary range: \$100,000 to \$125,000, depending on experience.

Equal Opportunity Employer Statement

This organization is an Equal Opportunity Employer (EOE) and does not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, national origin, disability, age, or any other protected status.