

Vermont State Housing Authority

One Prospect Street • Montpelier, Vermont 05602 • (802) 828-3295 • contact@vsha.org

NOTICE OF OPEN POSITION

CONTROLLER

July 11, 2025

Since 1968, the Vermont State Housing Authority has been working to improve and expand access to affordable housing throughout the state. VSHA strategically partners and collaborates with rental property owners, nonprofit organizations, agencies, and municipalities to implement innovative programs that promote housing access and stability for our community members with income-based and other housing assistance needs.

The Controller is a key member of the financial team and contributor to our mission-driven organization, reporting directly to the Chief Financial Officer (CFO). This role supports the CFO in overseeing financial functions, including day-to-day accounting, strategic planning, reporting, risk management and compliance. The Controller will also manage many facets of the Finance Department, ensure effective, accurate, and efficient operations while supporting VSHA's mission and goals.

We are seeking an experienced individual who will oversee day-to-day management and operations of the Authority's Finance Department and the supervision of associated employees. A strong understanding of GAAP, financial reporting and compliance requirements is required; experience with grant accounting is a plus.

This is a full-time, 40-hour per week position, based in the Montpelier, Vermont office. There may be an opportunity for occasional telework. Salary range \$115,000 - \$125,000

ESSENTIAL FUNCTIONS include

Accounting Department Roles and Management

- Coordinate the operations of the accounting office.
- Understand and maintain the corporate accounting systems.
- Responsible for the cash management activities including requisitions from funding sources and investment activities.
- Maintain the general ledger system for the Authority, associated corporations and partnerships.
- Complete month and yearend closings and post necessary journal entries.
- Work directly on financial audits by outside CPAs and other external regulatory agencies.
- Direct and coordinate all state and federal tax return information, including 1099, 990, K-1s, and Landlord Certs.
- Develop and supervise the preparation of regular and special reports and analysis of financial information. Included in this are external reports to funding and regulatory agencies.
- Formulate appropriate internal controls and accounting policies to provide protection of assets and compliance with accounting standards and practices.
- Install and modify complex accounting systems and establish related operating procedures.
- Oversee process improvements to enhance operational efficiency and accuracy.

Grant Accounting

- Monitor and track grant expenditures to ensure compliance with funding agency requirements.
- Prepare and submit financial reports to grant agencies in a timely manner.
- Work with program staff to develop and monitor grant budgets.
- Reconcile grant accounts and analyze variances.

Leadership

- Build and maintain strong relationships with external financial partners, including banks, auditors and regulators to secure favorable terms and ensure compliance.
- Foster a high-performing, collaborative team environment.
- Provide ongoing coaching, mentoring and training to all associated staff.
- Manage all associated staff and ensure they are meeting performance expectations.
- Address operational challenges promptly by identifying bottlenecks and implementing effective solutions.

Strategy

- Collaborate with the CFO to prepare comprehensive financials reports and analyze key performance indicators for the managed portfolio.
- Work with CFO to translate complex financial data into clear and concise visuals to effectively communicate the financial health and strategic direction to the board of directors.

REQUIREMENTS

- Bachelor's degree in accounting, finance, or a related field
- Minimum of 5 - 7 years of progressively responsible experience
- 3 - 5 years of experience in a supervisory capacity
- Strong understanding of GAAP, financial reporting and compliance requirements
- Experience with nonprofit and grant accounting
- Proficiency in financial systems and tools
- Exceptional analytical and problem-solving skills
- Proven ability to lead and mentor teams, fostering collaboration and growth
- Strong organizational skills with the ability to manage multiple priorities effectively
- Excellent communication and interpersonal skills, with the ability to present complex financial information clearly to diverse stakeholders

To Apply: Please submit your application materials (resume, cover letter, and application) to careers@vsha.org or Vermont State Housing Authority, Human Resources, 1 Prospect St., Montpelier VT 05602. The employment application can be downloaded from our website at vsha.org.

Vermont State Housing Authority is an equal opportunity employer. VSHA does not discriminate on the basis of race, color, religion, national origin, sex, pregnancy, age, disability, sexual orientation, gender identity, genetic information, HIV-positive status, ancestry, place of birth, citizenship status, veteran/military status, crime victim status, or any other characteristic protected by federal, state, or local laws. This policy applies to all of VSHA's terms and conditions of employment.