



Job Description

Position: Finance Director
Reports to: President/Executive Director
Status: Exempt

Background

Formed in 1995 by nine congregations of Catholic Sisters, Merced Housing Texas is a faith-based non-profit affordable housing provider that is based in San Antonio. Our mission is to create and strengthen healthy communities by providing quality, affordable housing with supportive services for individuals, families, and older adults with low incomes. We meet our mission through three core programs – Multifamily Program, Owner-Occupied Repair Program and our Resident and Supportive Services Program. We hold Integrity, Compassion, Service and Collaboration as our core values and use them as a lens through which we make decisions, and is the foundation of how we work with each other and the community.

The Finance Director position is a new one for the organization. As our team, programs, and impact in the community are growing, having a position in our Senior Leadership team that directly monitors, analyzes and forecasts Merced's financial position is now crucial to that continued growth. For the past ten years, Merced has outsourced its accounting functions to Venturity Financial Partners, based in Dallas, and Merced's President/Executive Director has been the main point of contact in-house for all financial matters. Venturity Financial Partners functions as the organization's controller and accounting department, processing day-to-day transactions in Quickbooks Online, reconciling all Balance Sheet accounts and preparing monthly and quarterly financial statement reporting.

Job Description

Under the President/Executive Director's general direction, the Finance Director will oversee the organization's day-to-day financial transactions; review, analyze and monitor Merced's financial position including the financial health of its multifamily properties; and guide future financial planning for the organization as a whole as well as its individual multifamily properties.

Duties and Responsibilities

- Serves as the Merced point of contact for the organization's third-party Controller and accounting team, Venturity Financial Partners
- Oversees and guides the in-house AP and AR process to align with Venturity processes.
- Reviews and analyzes the organization's detailed monthly financial statements, prepared by Venturity Financial Partners
- Serves as the Merced point of contact for banking relationships and, upon Board approval, has signing authority for Merced accounts
- Coordinates and oversees Merced's annual audit
- Prepares, in collaboration with senior Merced staff and President/Executive Director, annual organizational budget
- Analyzes multifamily project financing – new and existing debt and partnerships – and makes recommendations to President/Executive Director
- Works in collaboration with President/Executive Director to identify and secure financing for new and existing multifamily projects
- Serves as the Merced point of contact for the accounting departments with the six property management agents that manage our multifamily properties

- Reviews and analyzes, in collaboration with Merced’s Asset Management Director and Venturity, monthly property financials
- Collaborates with Merced’s Asset Management Director to review, make recommendations for, and approve multifamily property operating and capital improvement budgets prepared by management agents
- Prepares, in collaboration with the Communications and Fund Development Director, financial reports and budgets for grant applications and reports
- Prepares analysis reports and summaries, as requested for the President/Executive Director, Finance Committee and Merced Board of Directors
- Promotes program innovation and best practices
- Performs other duties as required by Merced

Job Requirements

- Bachelor’s degree in Finance
- CPA license a plus
- At least 5 years’ experience in in non-profit/fund accounting
- Experience in real estate finance

Knowledge, Skills and Abilities

- Alignment with and consistent practice of Merced’s core values of Integrity, Service, Compassion, and Collaboration
- Ability and desire to work collaboratively with Merced, Venturity Financial Partners, and Property Management Company staff
- Strong verbal, listening, and interpersonal communication skills
- Strong computer skills with proficiency in Microsoft Office Programs (Excel, Word, Publisher, Outlook)
- Understanding of real estate finance – significant experience a plus
- Ability to occasionally work some weekends and evenings, as needed
- Must be a self-starter who works well with minimal direction

Physical Requirements:

- Physical requirement include occasional lifting/carrying up to 30 pounds; visual acuity, manual dexterity necessary to operate a computer keyboard and basic office equipment
- Working conditions are primarily in the Merced Housing Texas office

Compensation:

- Annual salary range of \$85,000 - \$100,000, dependent upon background and experience in similar roles
- Monthly health insurance premium for employee paid 100% by Merced Housing Texas
- Simple IRA contribution match, up to 3% of salary
- Generous sick, vacation, and holiday pay

Merced Housing Texas is an equal-opportunity employer and is committed to a culture that prioritizes and values diversity, equity and inclusion for both staff and those we serve.

If you are interested in joining a fun, collaborative team that is deeply committed to our mission of providing affordable housing, please send your resume to kristin@mercedhousingtexas.org