

Position Announcement: Director of Accounting & Benefits

DHIC

Located in: Raleigh, NC

Our Vision

We envision a housing ecosystem that provides and promotes equity, generational wealth, health and wellness for the communities in which we work.

Our Mission

DHIC supports individuals, families, and seniors by providing homes and opportunities that promote the financial, physical, and mental well-being of people and communities.

About DHIC

Established in 1974, DHIC, Inc. is the Research Triangle area's leader in affordable housing development, maintaining an emphasis on innovation, quality, attractive design, and green features at our properties. DHIC has constructed, acquired and/or rehabilitated 3,224 affordable rental units in 46 different locations in eight counties in North Carolina, and has built more than 350 new homes for first time homebuyers in Wake County. Together, these projects leveraged \$600 million in direct investment from both the private and public sectors. In addition to numerous designs, community service, and management recognitions we have received, DHIC is consistently rated as an "Exemplary" member of the NeighborWorks® America national network of non-profit community developers. DHIC is also a member of the Housing Partnership Network.

Learn more about DHIC at www.dhic.org.

The Opportunity and Nature of Work

The Director of Accounting & Benefits is responsible for accounting functions for DHIC, current projects under development, and oversight of accounting for affiliated operational properties in the DHIC portfolio. Included in the portfolio oversight is review of income statements, balance sheets, and cash flow reports for the portfolio and required quarterly reporting to our federal funder, NeighborWorks America. In addition, the Director is responsible for payroll, coordination of benefits with vendors and staff, and all related compliance. Collaboration with various departments, including Asset Management, Real Estate Development, and third-party Property Management, in a fast-paced, deadline driven environment will be required. A firm belief in the organization's mission and strong commitment to customer service is essential.

This individual reports to the Vice President of Finance.

Duties & Responsibilities

Key responsibilities include, but at any given time may not be limited to:

- Coordinate month-end process for DHIC with department staff
- Oversee/perform reconciliations of DHIC and subsidiary accounts

- Manage all payroll processing operations for DHIC; serve as administrator of payroll system, process semi-monthly payroll, ensure compliance with all related tax filings
- Oversee Accounts Receivable function, working with Senior Corporate Accountant
- Maintain a system of controls over accounting transactions, ensure compliance with internal and external policies and procedures
- Serve as liaison for DHIC Finance to third party property management Accounting departments
- Establish and maintain effective working relationships with audit and tax accountants, management company staff, lenders and investors
- Monitor Accounts Payable process to ensure timely processing; ensure vendor terms are being managed to meet cash flow needs of the organization/various projects
- Perform preliminary review of all subsidiary audits, analyze the reserves, review intercompany payables/receivables and other analysis as needed
- Monitor compliance for project bond issuances; review and understand requirements for new bonds prior to funds being issued
- Assist with schedules for grant applications and/or other requests that arise from grantors
- Design and input information into DHIC reports, such as budgets, line of business reports, board reports, ratio analysis, business plans and other reports as needed
- Work with CFO/SVP of Operations to administer DHIC employee benefits; serve as main point of contact for benefit vendors and staff.
- Coordinate all required government reporting and compliance audits related to employee benefits
- Serve as system administrator for the various benefits systems
- Support DHIC organizational goals and mission
- Ad-hoc projects, as necessary

Background & Qualifications Desired

- Bachelor's degree in accounting, finance or related field required
- Minimum of 10 years professional experience with 4-7 years of managerial experience
- Strong knowledge of nonprofit accounting principles, regulations, and reporting requirements (GAAP, FASB, IRS Form 990, etc.)
- CPA, CGMA, CMA, or comparable financial certification preferred
- Excellent analytical and problem-solving skills, with keen attention to detail
- Advanced proficiency in accounting software and financial management systems.
- Excellent communication skills, verbal and written
- Ability to work collaboratively and build effective relationships with stakeholders at all levels
- Real estate finance, property, and development accounting, preferred
- Working knowledge of Low-Income Housing Tax Credit program, preferred

Working Environment

This position is expected to maintain regular hours of work which will be a combination of remote work and working in a normal office environment at the DHIC administrative office in downtown Raleigh. Periodic site visits will be expected, as well as various off-site meetings. The employee is expected to meet the physical demands to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

How to Apply

To apply, click on the link to the **DHIC - Director of Accounting & Benefits** position profile at [ArmstrongMcGuire.com/jobs](https://www.armstrongmcguire.com/jobs). You will see instructions for uploading your compelling cover letter, resume, salary requirements, and professional references. Please provide all requested information to be considered. In case of any technical problems, contact talent@armstrongmcguire.com. No phone calls, please, and no applications will be accepted by email or directly from third-party posting sites.

DHIC is committed to a diverse and inclusive workforce and encourages all candidates, especially those who have been historically under-represented based on race, ethnicity, age, disability, sexual orientation, gender, socioeconomic status, citizenship status, or religion to apply.