



## **Financial Manager, Community Stabilization Program**

\$68,000-\$75,000

For more information on our organization please visit our website:

[www.rebuildingtogetherlongbeach.org](http://www.rebuildingtogetherlongbeach.org)

Please send Cover Letter and Résumé to [info@rtlb.org](mailto:info@rtlb.org)

Specific questions can be directed to Mary Anne Rose, President of the Board at 562.490.3802

### Supervisory Relationships

- Reports to President, Board of Directors.
- Works closely with Treasurer, REO Specialist, and Developer; communicates with external accountants and auditors, and with financial institutions as needed.

### General Function

- Responsible for ensuring and preserving the accuracy, integrity, and timeliness of all financial records and the disbursement of funds required for RTLB's Community Stabilization Program.

### Specific Job Responsibilities

- Verifies and ensures the accuracy of the computations of all expenses associated with the purchase, rehabilitation, and sale of RTLB's properties in the Community Stabilization Program, including but not limited to investor costs (principle, interest, transaction fees, etc.), realtor commissions, construction charges, property taxes, fire insurance, title insurance, and utility bills.
- Responsible for resolving any discrepancies in costs that may arise, thoroughly investigating and scrutinizing all pertinent records and documents; reconciles the discrepancy and informs all others concerned of the results.
- Serves as key monitor of potential risks and liabilities for RTLB through developing a risk mitigation plan to evaluate insurance requirements and coverage, inventory of properties, investors, and so forth.
- Responsible for acquiring, organizing, and maintaining all financial documents related to the Community Stabilization Program.
- Ensures that complex financial records of RTLB's real estate transactions in Quick Books are maintained accurately and are input in a timely fashion.
- Upon final sale of an individual property, verifies that the calculation of total net profit is correct and that funds are distributed appropriately.
- Prepares reports concerning the activities and costs associated with the Community Stabilization Program and disseminates such to the Board of Directors and other individuals or groups, as required.

- In conjunction with the Board of Directors and/or the REO Specialist, assists with presentations, training exercises, and/or special projects associated with RTLB's Community Stabilization Program, including occasional visits to purchased properties; participates in strategic discussions regarding the future of the program.
- Maintains strict confidentiality over all financial records, documents, and transactions related to RTLB's Community Stabilization Program.

#### Job Requirements

- A bachelor's degree in an appropriate field (e.g., business, administration, finance); and
- 3 to 5 years' professional experience in the real estate sector; non-profit experience desirable.
- Or an equivalent combination of education and experience leading to ...
  - Knowledge of financial record-keeping requirements in the acquisition and sale of bank-owned properties; and of database tracking of real estate and/or bank-owned properties (e.g., Equator).
  - Proven abilities to comprehend and accurately analyze the finances involved with complex real estate transactions; to use statistical modeling to assess risk; to communicate (both formally and informally) such complexity easily and well to individuals and groups from diverse backgrounds; and to work efficiently under pressure.
  - Demonstrated proficiency in book-keeping and complex record-keeping, including specific expertise in both Excel spreadsheets and the Quick Books accounting system; and in Microsoft Word and Power Point.
- Must be able to work some evenings and week-ends, as needed.
- Must have access to a reliable vehicle, possess a valid California driver's license, and be able to travel locally on an on-going basis. Must be able to travel state-wide, on an occasional basis as needs arise.
- Must be able to work independently and be self-motivated for achieving excellence.