

Abode

Director of Accounting & Finance for Housing Development & Property Management

Abode seeks a finance professional with strong property management and housing development accounting expertise and experience. This position is an executive role that offers an opportunity to work within a mission driven team to provide housing solutions to those experiencing homelessness. The role is a great opportunity for a results-driven strategic senior leader who is enthusiastic about being part of a high-impact, growing organization.

This leader will manage and maintain all financial entries and transactions (GL/AP/AR/PO) related to Abode property and development projects, manage all project accounting systems, oversee the annual audit process, provide regular management, and board finance reports, and assure compliance to governmental reporting requirements.

BACKGROUND

Founded in Alameda County in 1989 to address homelessness, the [Abode](#) family of agencies has a staff of 750 and serves over 15,000 people each year in counties surrounding San Francisco Bay, including Alameda, Santa Clara, San Francisco, Santa Cruz, San Mateo, Napa, Sonoma and Solano. Abode is made up of three distinct 501c3 entities: [Abode Housing Development](#), [Abode Property Management](#), and [Abode Services](#). This position serves as the executive manager of the finance function for Abode Housing Development and Abode Property Management entities and coordinates with interrelated transactions with Abode Services.

Abode is unique in that it delivers the three primary functions (housing development, property management, and social services) necessary to develop, operate, and sustain the supportive housing required to end homelessness. Abode owns 42 buildings (including the corporate office), with 1,478 units for permanent housing. Abode Property Management manages most of these properties, except in certain instances where a third-party vendor is retained, and is currently onboarding several new projects. Abode Housing Development has a development pipeline of 13 projects with an additional 6 projects in refinancing processes.

Permanent supportive housing is an emerging priority in California, Abode's property management and housing development projects are expected to increase over the next ten years. Abode Housing Development and Abode Property Management have grown significantly in recent years and require investments in process and technological improvements. The new Director will be expected to work with the CEO, the Chief Real Estate Officer, and Chief Property Management officer to produce a finance and accounting department that is a leader in the field.

BASIC FUNCTION

Reporting to the CEO and working with financially oriented Board members and Abode's Chief Real Estate Officer, Chief Property Management Officer, and their teams, the Director of Accounting & Finance implements strong, accurate financial budgeting, controls, and reporting for all property-related functions of the Abode Housing Development and Abode Property Management entities. This includes finance and accounting for all existing and new housing developments and emerging property management activities.

The lead candidate will need to demonstrate an ability to lead teams along with strong project development and collaboration skills. Property management and construction accounting, property asset planning, acquisition and management, and government contract billing and payment experience will be a distinct advantage for candidates. They should have the ability to implement policies and procedure improvements, project cash position, and provide the board of directors with timely and accurate reporting will be important.

RESPONSIBILITIES

IMMEDIATE PRIORITIES:

- Quickly get to know Abode – its people, culture, operating units, constituents, funding structures, facilities, programs, capital improvements, asset management, staff resources, subcontractors, and current and future needs.
- Establish strong working relationships with the CEO, colleagues on the leadership team, and direct reports; establish collaborative working relationships with those with authority over funding sources (particularly those concerned with compliance to funding terms), community partners, and other constituencies; support and guide program leaders as they collect and manage financial data to assure fiscal and programmatic accountability and legal and regulatory compliance.
- Implement financial best practices and systems for entities that develop and manage property; implement workflows and systems to track all property compliance requirements with partners such as the California Department and Housing Community Development (HUD), Bay Area cities and county governments.

FINANCIAL STRATEGY AND PLANNING:

- Partner with CEO and others from the executive teams, to ensure the overall fiscal health of Abode Property Management and Abode Housing Development.
- Prepare and present key financial information to the CEO and the Boards of Directors regularly (balance sheet, financial projections, income statements, cash flow analyses, etc.).
- Drive a cross-functional annual budgeting process with the Executive and Leadership Teams and Boards to ensure effective planning and a budget that reflects the agency's strategic priorities.
- Partner with program teams to assess the financial viability of new opportunities and develop budget proposals to adequately resource pursuit of certain opportunities to support the organization's strategic priorities.

FINANCIAL MANAGEMENT:

- Hold all parts of Abode Housing Development and Abode Property Management accountable for all aspects of financial management for their functions or practices, including budgets and revenue planning, expense management, and all related decision-making.

- Prepare and share timely financial data that clearly articulates financial performance and health at the departmental and project levels, empowering leads to make sound decisions and providing transparency to the rest of the organization where appropriate.
- Ensure strong internal controls, financial policies, and systems for all aspects of financial accounting (in line with GAAP, OMB, and relevant best practices) to eliminate risks and ensure responsible stewardship of the agency's resources (e.g., accounting policies and procedures, investment management policies, accounting systems and expense systems).
- Ensure all financial audits and related filings are completed on time and in good standing.
- Design, manage, and continuously improve the processes and systems that enable financial management at the agency to thrive (cash flow analysis and planning, internal and external reporting, organizational and project budgeting and forecasting, the agency's chart of accounts, Accounts Receivable and Accounts Payable, and time allocations).
- Manage the relationships with government fiscal leads and other key vendors and partners to ensure financial processes between the organizations meet needs, standards, and goals.
- Provide timely, accurate, and high-quality financial reporting to the agency's partners and funders, including ensuring compliance with their standards and requirements.
- Partner with the HR team to ensure human resources are effectively resourced against the agency's funding streams, while also solving for the needs of projects, partners, and individual team members.
- Plan, budget and identify property for acquisition or sale; engage with the team in negotiations with buyers, sellers, contractors, partners, and vendors; assure compliance with contract terms.
- Actively support the development function in capital fundraising campaigns, including through direct solicitations and grant requests.

IDEAL EXPERIENCE AND QUALIFICATIONS

The ideal candidate should have the following experience and qualifications:

- B.A. at minimum – C.P.A. or M.B.A. strongly preferred.
- Proven senior-level experience in finance and controls for organizations that acquire, develop, manage and maintain property. This might include experience with a facilities-intensive business or nonprofit organization providing supportive housing, university housing, hotels, conference facilities, community colleges, municipal property management, hospital system property management, or other similar experience. Ability to use Yardi effectively.
- Deep understanding of the finances and mechanics of managing different types of building and housing units, including leased and owned properties; facility and comfort with technology; knowledge of, and experience with, project accounting, financial

accounting, compliance with government grant terms, and diverse reporting and accountability systems.

- A mature level of judgment and decision-making in a changing, forward-thinking operating and customer service environment; ability to exercise tact, skill, and diplomacy when engaging in negotiations with colleagues, other entities, officials, contractors, employees, and their representatives; a strong focus on cost and using funds effectively.
- Formulates and expresses ideas concisely, clearly and effectively, both orally and in writing; the ability to guide and counsel colleagues, partners, employees, and others.
- A team builder and mentor with outstanding human qualities; one who is straightforward, flexible, shares information easily, listens as well as gives advice, and respects the abilities of others; someone who projects trustworthiness, integrity, and solidity and guides others in a similar vein; the ability to coach others, leaving those being mentored free to deliver while the Director of Accounting and Finance monitors.
- Results-oriented, adept at seeing the big picture, planning, prioritizing, organizing, and following through; a hard worker with a high energy level; emotionally mature with a sense of humor.

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