

We are looking for an **Assistant Controller** at our corporate office in **Quincy, MA** who will be responsible for assisting in managing the accounting functions of HMR. The primary responsibility of the Assistant Controller is accounting, budget planning and control, cash management, treasury, and tax handling functions.

**Here is how you can make a difference as Assistant Controller:**

- Directing HMR's accounting functions.
- Establishing and maintaining HMR's accounting principles, practices, and procedures.
- Overseeing the preparation and evaluation of budgets and other financial operating reports, and presenting findings and recommendations to the Controller and others within and outside the company.
- Developing system controls to ensure data integrity.
- Monitoring the company's accounting procedures and internal controls.
- Provides functional, technical or process leadership to accounting staff.
- Prepares analysis of and reviews the company's financial performance by collecting, analyzing and reporting financial and statistical data.
- Coordinates month-end and year-end reporting and prepares accruals and schedules.
- Reviews the monthly financial reports for all HMR entities for accuracy and completeness.
- Ensures that the monthly report distribution occurs on a timely basis and is provided to the appropriate parties.
- Works with Accounts Payable Manager to ensure that accounts payable are processed accurately and in accordance with company procedure.
- Prepares cost certifications for HUD of State Agencies for new and existing properties.
- Ensures that all accounting adjustments which are necessary are made accurately and in the time frame required.
- Coordinates and directs the annual financial statement audit process.

**What will serve you well in this role?**

- Strong written and verbal communication skills.
- Innovative problem solving skills.
- Ability to work in an organized, efficient manner with a high level of accuracy, attention to detail and follow-through.
- Strong leadership skills.
- A good educator who is trustworthy and willing to share information and serve as a mentor.
- An intelligent and articulate individual who can relate to people at all levels of an organization.

**Educational Experience:**

- Bachelor's degree in Accounting
- 5 years related experience and/or training
- Equivalent combination of education and experience

**Experience Requirements:**

- Previous Management Experience.
- 2-4 years of experience in public accounting, preferably with audit experience in affordable housing.
- Experience with detailed financial reports and be able to provide an analysis of this information.

**Interested in this Opportunity?**

If you have the skills to meet this challenge and are ready to work and learn side-by-side with some of the most talented and dedicated people in the industry, please click "apply" today!

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We are committed to ensuring diversity in its workforce and candidates from diverse backgrounds are strongly encouraged to apply. EOE

