

CONTROLLER

Overview:

Colony Retirement Homes is a nonprofit provider of housing and services for elderly residents of Worcester and Holden. We own and manage five HUD affiliated sites with a total of 389 apartments. We have 48 staff and have an annual revenue of approximately \$6 million.

Job Description:

The primary responsibilities of the Controller are

1. To process the accounting transactions, maintain the accounting records and prepare the financial reports (including all regulatory reports) for the Colony Homes Corporation-I, II, III, IV, and Holden and
2. To administer benefits and perform HR paperwork functions
3. To supervise the accounting clerk
4. To act as an advisor to the Executive Director on all financial matters

Responsibilities:

- Reconcile bank statements
- Prepare monthly financial statements
- Process payroll and maintain all payroll files, make tax payments as needed
- Administer all fringe benefits such as 403b, health and dental, and elective benefits
- Maintain chart of accounts, prepare and post all necessary journal entries
- Assist external auditors with their work
- Review all annual IRS filings
- Prepare HUD budgets annually

Qualifications:

- Bachelor's degree in business or related field and a minimum of 3-5 years accounting experience. CPA preferred.
- Experience required in supervising a multi-corporation accounting system and preparation of financial reports such as balance sheets, income statements, cash flow and budget reports.
- Experience in a nonprofit setting preferred.
- Supervisory experience preferred.
- Knowledge of payroll, insurance and human resources preferred.
- Knowledge in generally accepted accounting principles.
- Familiarity with HUD guidelines preferred.
- Ability to maintain confidentiality of financial and payroll data.
- Strong interpersonal skills including having a helpful and patient nature.
- Ability to work independently and as part of a team.

The salary range for this position is \$75-\$90,000. Additionally, we offer good benefits. Colony Retirement Homes is an equal opportunity employer.

Application:

Please send a cover letter and a copy of your resume to mdelorey@colonyretirement.com