

Job Description

Job Title:	Controller		
Job Level:	N/A	FLSA Status:	Exempt
Reports To:	Chief Financial Officer		

GENERAL SUMMARY

Manage all accounting operations in conformance with generally accepted accounting principles, and federal and state regulations. Supervise and manage personnel and workflow within the Accounting Department. Manage and develop MFA financial reporting and perform financial analysis as needed to support management decision-making.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Supervise employees, which includes prioritizing and assigning work; conducting performance evaluations; ensuring the employee is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
- Direct the activities of the Accounting Department and ensure efficient daily operations, which include planning, coordinating, administering, and evaluating programs, projects, processes, procedures, software systems, best practices, standards, and/or service offerings; ensures compliance with federal, state, and local laws, regulations, codes, and/or standards.
- Manage all financial operations in conformance with generally accepted accounting principles, and federal and state regulations.
- Perform financial analysis as needed to support management decision-making.
- Develop partnerships and interact with trustees, servicers, auditors, consultants, attorneys, and staff.
- Manage banking relationships and cash management functions and oversee budget development.
- Prepare all financial reporting of MFA, including monthly financial statements, and other internal and external reporting as required by the Board, rating agencies, state and federal agencies, credit enhancers, and other entities.
- Read and interpret generally accepted accounting principles and state and federal regulations to direct and prepare General Ledger and subsystem accounting for all MFA funds and programs in accordance with requirements and coordinate all year-end accounting close activities.
- Provide technical support to federal and state MFA program staff regarding OMB requirements, program budget development, and fiscal processes.
- Review payroll output reports and implement payroll interfaces.
- Coordinate all external audit activities, including schedule preparation, request for proposal processes, and contract development.

- Coordinate preparation and submission of the New Mexico Affordable Housing Charitable Trust 990 tax return, including schedule preparation, review of return, approval by CFO, and annual filing of Attorney General Charitable Organization Registration.
- Participate in leadership activities for various internal and external committees and strategic initiatives
- Perform other related duties of a similar nature and level as assigned.
- Employees are required to comply with safety regulations, procedures, and protocols.

MINIMUM QUALIFICATIONS

Education and Experience

A bachelor's degree in Business Administration, Accounting, or Finance and eight (8) years of relevant experience in accounting or finance, including four (4) years of managerial or supervisory experience, is required.

A Master's degree in Business Administration, Accounting, or Finance and experience in mortgage loans, mortgage banking, public accounting, or public finance preferred.

Experience cannot substitute for a bachelor's degree for exempt positions.

Conditions of Employment

- Must possess and maintain an active New Mexico license as a Certified Public Accountant (CPA) or apply for a reciprocal New Mexico CPA license if the CPA license is from another state.

KNOWLEDGE, SKILLS, and ABILITIES

- Train, supervise, and evaluate employees.
- Decision-making, management, and leadership skills
- Experience in budgeting and allocation of resources
- Ability to manage complex projects
- Critical thinking, analytical and problem-solving skills
- Background in the use of computer software, including specialized software applicable to the position
- Knowledge of industry best practices
- Ability to adapt to changes in work situations and priorities
- Exercise good judgment
- Collect, organize, and interpret data.
- Read, analyze, and interpret standards, policies, procedures, and regulations.
- Develop and write reports, policies, procedures, correspondence, and presentations.
- Ability to present complex ideas to a variety of stakeholders
- Establish and maintain constructive and cooperative interpersonal relationships with employees, peers, supervisors, and managers in the work unit, other MFA departments, and with outside partners and services providers.
- Knowledge of governmental accounting standards, general accounting processes, cash management, and accounting department internal control structures
- Knowledge of federal program uniform guidance

Non-Negotiables

- Provide high level of quality service to external as well as internal customers 100% of the time.
- Promote a team environment 100% of the time.
- Positive support of management decisions.
- Dependable and productive
- Good communication and interpersonal skills
- Shows initiative and works independently
- Produces quality work products
- Exhibits adaptability and flexibility
- Ensure timely submission of employees' annual evaluations

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work is performed in a standard office or indoor environment. Essential functions are regularly performed without exposure to adverse environmental conditions. However, employees may be exposed to minor inconveniences such as occasional noise, exposure to computer screens, crowded working conditions, and/or minor heating, cooling, or ventilation problems.

Employees in the position may be exposed to rude/irate customers or other individuals.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work: Performing the essential functions typically requires exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently. The work involves sitting most of the time.

The work typically involves talking, hearing, and seeing; keyboarding, typing, and use of a computer monitor; moving and organizing papers and other light office materials; filing and retrieving documents; and similar sedentary office work.

MFA is an Equal Opportunity Employer.

Employee's Signature:	
Date:	
Supervisor's Signature:	

Supervisor's Title:	
Date:	
Date created:	09/30/17
Dates revised:	1/6/23