



## EAST LA COMMUNITY CORPORATION

Chief Financial Officer  
Job Description  
Full-time Exempt Position

**Organizational Background:** Four passionate Eastside activists who came together formed East LA Community Corporation (ELACC) in 1995. ELACC's mission is to advocate for economic and social justice in Boyle Heights and Unincorporated East Los Angeles by building affordable housing, grassroots leadership, and access to economic development opportunities for low and moderate-income families. Over the 24-year history of ELACC, we have leveraged over \$259 million in investments through community-driven real estate development, mobilized thousands of residents to change policies, served thousands of low-income residents with community wealth services, and we provide quality affordable homes for over 2,900 people.

**About the Position:** ELACC seeks an individual with strong leadership and collaborative skills that is also highly motivated and organized to manage the smooth operation of the financial functions at ELACC. The Chief Financial Officer is an individual with proven expertise in accounting and finance that will assist with investor relations, develop financial forecasts, manage the finance team, accounts receivable, accounts payable, fixed assets, debt management, cash management, financial reporting, and develop tools and systems to maintain critical financial information. The CFO will participate as a strategic partner to the Executive team, management team, and Board of Directors. They will model a culture that will attract and retain employees at all levels and consistently demonstrate good judgement.

The Chief Financial Officer is an ELACC team member that leads their core project and fulfills their responsibilities to the entire team by actively fundraising, supporting organization wide projects, participating in all staff planning sessions, and being part of achieving the organization mission and vision.

### **Duties and Responsibilities:**

- Assume full responsibility for managing the organizations financial functions, including overseeing the accounting team, strategic planning, and producing timely and accurate financial reports to the executive team, management team, and Board of Directors.
- Develop, implement and maintain finance department policies, procedures and internal controls to ensure legal and regulatory compliance regarding all financial functions
- Supervise, train and mentor finance staff by providing the tools needed to become successful
- Manage direct reports performance by providing performance feedback and setting goals
- Set department goals and communicate to department staff and company
- Establish formal and structured budgeting process that engages all managers including developing, implementing, evaluating and managing all aspects of the annual budget
- Develop and lead financial strategy, goals and objectives for the organization
- Lead and manage cash flow planning to ensure availability of funds. Produce rolling forecast reports, 3-year cash flow projections, and performance indicators on cash
- Analyze affordable housing acquisitions and strategic investments. Assist in building financial models.

- Assist with investor relations. Be able to speak with authority on ELACCs business model and financial model to investors and funders
- Review all month-end closing activities, including general ledger analysis, balance sheet reconciliations, grant funding analysis, and overhead cost allocations. Oversee the preparation and distribution of month-end, quarter-end, and year-end financial statements.
- Oversee audits, tax filings, welfare tax exemptions, residual receipts, and corporate filings
- Oversee grant reporting and analysis – track and generate financial report for new funding applications, interim reports, and financials
- Oversee and process lobby reporting
- Develop and execute analysis of business models
- Engage with the management team on finance, audit, investments, challenges, recommendations, trends, and changes in operating model
- Engage the finance committee of the board of directors to develop short-, medium-, and long-term financial plans and projections
- Serve as a key point of contact for auditors. Manage the preparation of all audits
- Establish and implement recommendations to reduce debt leverage

**Required Experience and Skills:**

Candidates should hold the following qualifications and experience.

- Minimum 5 years' experience in a managerial finance position including public accounting experience
- Formal education in finance/accounting required; preferred CPA or MBA
- Knowledge of generally accepted accounting principles (GAAP) is required
- Experience with accounting systems; Yardi and NetSuite preferred
- Direct experience in real estate development; preferably affordable housing
- Strong financial and analytical skills and relationship management skills
- Knowledge of real estate terminology and concepts preferred; basic knowledge of LIHTC a plus.
- 3+ years supervisory experience
- Must be highly motivated and possess strong written and oral communication skills
- Strong ability to multi-task, prioritize and work under pressure to meet multiple competing deadlines.
- Expected to demonstrate superior professional manner, professionalism in interpersonal relations, and work as an effective team member
- Genuine interest and passion for ELACC issues and priorities
- Proficiency in English; Proficiency in Spanish desirable

**Compensation:** Competitive salary based on qualifications and experience. This is a full-time exempt position with a competitive benefits package that includes health, dental, retirement, life and disability insurance.

**ELACC is an Equal Opportunity Employer**

Email cover letter and resume to:

Director of Human Resources

East LA Community Corporation

Email: [jobopportunities@elacc.org](mailto:jobopportunities@elacc.org)

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

Position open until filled