

MONROE GROUP  
**Chief Accounting Officer**  
Denver, CO

*Join a growing organization that supports and strengthens the low-income housing communities across the country. Founded in 1981, Monroe Group is a privately held corporation headquartered in Denver CO. It has grown to become one of the country's fastest-growing affordable housing property management companies with a portfolio of more than 50 multi-unit properties with over 5,000 units in 16 states across the country serving families, seniors and persons with disabilities. Monroe Group believes that each employee contributes directly to the growth and success of the company, and that our employees are our most valuable asset. We take pride in fostering long-term relationships with our employees by providing them with competitive salaries, excellent benefits, career development and training.*

### **Summary**

As a key member of the executive leadership team, the Chief Accounting Officer will report to the Principals and assume a strategic role in the overall management of the company. The CAO will have primary day-to-day responsibility for planning, implementing, managing and controlling the finance, accounting and cash related activities of the company.

### **ESSENTIAL FUNCTIONS:**

#### Strategy, Planning, and Management

- Act as a strategic business partner to the executive leadership team.
- Assess and evaluate the financial performance of the organization with regard to goals, budgets, and forecasts. Provide insight and recommendations.
- Identify, acquire and implement systems and software to provide critical financial and operational information. Make suggestions for automating processes and increasing efficiency.
- Determine accounting and tax implications for all material business decisions.
- Create and establish yearly financial initiatives and goals that align with the company's plan for growth and expansion. Track and report on the status of the initiatives and goals.
- Implement policies, procedures, and processes as deemed appropriate by the executive leadership team.

#### Financial Analysis, Budgeting, and Forecasting

- Manage financial planning and analysis activities. Supervise the creation of reports and implementation of tools for budgeting and forecasting.
- Prepare and present monthly budget vs actual reports for properties and ownership entities.
- Prepare and present weekly cash flow reports for each ownership entity.
- Review and analyze monthly financial results and provide recommendations.
- Develop and maintain operational budgets for each ownership entity.

### Accounting and Reporting

- Ensure the proper functioning of all systems, databases and financial software. Provide regular maintenance and backup of all accounting and operating systems.
- Review and ensure application of appropriate internal controls, and financial procedures.
- Ensure timeliness and accuracy of financial and management reporting data.
- Oversee the preparation and communication of monthly, quarterly and annual financial statements.
- Oversee the preparation and timely filing of all local, state and federal tax returns.
- Oversee the preparation and timely distribution of investor K-1s.
- Oversee the month-end close process, constantly reviewing procedures while eliminating inefficiencies.
- Review all month-end closing activities including general ledger accounts, balance sheet accounts, and overhead cost allocation.
- Assure conformity with professional accounting standards and best practices in accordance with GAAP.
- Serve as a key point of contact for external auditors; Manage preparation and support of all external audits.
- Coordinate and strategize methods used to attain team goals and initiatives with directors and managers.

### Financial and Cash Management

- Manage the cash flow planning process and ensure funds availability and the maintenance of minimum required cash balances.
- Oversee weekly cash management, approve large payables, sign checks, authorize large wires and ACHs.
- Maintain corporate banking relationships and strategic alliances with vendors and business partners.
- Lead the evaluation of insurance premiums, deductibles and the impact on budgets and forecasts. Advise the Legal/Risk and HR teams on impacts.
- Utilize forward-looking models and activity-based analyses to provide financial insight into the organization's plans and operating budgets.

### Information Systems Management

- Oversee the management, maintenance, and upgrades of the company's accounting and operating system software.
- Partner with the Chief Operating Officer to identify and implement operating system enhancements.

#### Finance, Accounting, and I/S Team Management

- Mentor and develop the team, managing work allocation, systems training, performance evaluations, and the building of an effective and efficient team dynamic.
- Guide larger, cross-divisional teams outside of direct span of control within the company.

#### **PREFERED REQUIREMENTS**

- Financial Management.
- Business Acumen.
- Communication Proficiency.
- Ethical Conduct.
- Leadership.
- Performance Management.
- Personal Effectiveness/Credibility.
- Problem Solving/Analysis.
- Strategic Thinking.
- Technical Capacity.

#### **EDUCATION and EXPERIENCE:**

- Bachelor Degree in Accounting or Finance
- CPA – Required
- Real Estate experience preferred
- 14+ years total accounting experience
- Previous experience managing accounting functions and groups
- Understanding of tax regulations and compliance
- Background coordinating with I.T. staff to manage and/or upgrade accounting system. Systems implementation experience strongly preferred.
- Hands-On Systems Experience with Real Page/Onesite suite of products preferred