



POSITION TITLE: Assistant Controller
REPORTS TO: Chief Financial Officer
POSITION TYPE: Full Time 40 hrs/week
WAGE & BENEFITS: \$50,000-\$55,000 annually | 100% paid for health, dental, vision, short/long term disability, life insurance benefits or annual cash payout for not taking health insurance. Paid Time Off (PTO), paid holidays, flexible spending account and employee assistance program as outlined in the Employer Personnel Policy

POSITION SUMMARY:

EUMA is committed to hiring people committed to ending homelessness by making it rare, brief and one-time, as Jesus would. We seek a mission-driven and highly organized and detail-oriented person to join our team. This unique role combines traditional accounting and financial management, overseeing the administrative functions of the human resource office and managing EUMA's temporary and permanent apartment-based housing portfolio. The ideal candidate will have a strong background in accounting, an interest in and/or experience with property management, and experience with human resources.

Key Responsibilities

Accounting – 80%

- **Grant Management:** Perform accurate grant billing and account reconciliation as designated by the CFO.
- **Lease Tracking:** Track payments and manage the renewal of permanent housing leases.
- **Cash Management:** Receive cash and checks, create deposit slips, and code for data entry.
- **Accounts Management:** Oversee all aspects of accounts payable and accounts receivable.
- **Payroll Support:** Assist in ensuring the accuracy of payroll as designated by the CFO.
- **Audit Assistance:** Support all local, state, and federal audits.

Housing & Property Management – 10%

- **Lease Management:** Oversee the lease lifecycle, including processing applications, drafting, reviewing, and executing lease agreements for all permanent housing units. Ensure all leases are current, compliant, and properly documented.
- **Apartment Showings:** Coordinate and conduct apartment application process and showings for prospective tenants. Provide information about the properties and the application process.
- **Maintenance & Repair:** Coordinate with maintenance staff and external vendors to schedule and oversee all necessary repairs and upkeep for the housing units.
- **Rent Tracking:** Track all rent payments for permanent housing.
- **Tenant Relations:** Address all maintenance and tenant concerns in a timely manner.
- **Partner Agency Relations:** Maintain strong, collaborative relationships with partner agencies who master lease apartments.

Human Resources – 10%

- **Onboarding:** Welcome and facilitate onboarding processes for new employees, including preparing new hire paperwork, conducting orientation, coordinating training schedules.
- **Record Keeping:** Maintain accurate and up-to-date personnel records in compliance with legal requirements.
- **Training Coordination:** Schedule and coordinate mandatory staff training and professional development sessions. Track employee progress and maintain training records.
- **Communication:** Facilitate internal employee communications.
- **Recognition:** Support staff recognition and appreciation initiatives.
- **Unemployment:** Manage unemployment records and filings.
- **Verifications:** Handle staff verification and other employee information requests.

QUALIFICATIONS:

- Commitment to EUMA's mission to end homelessness in NWPA as Jesus would;
- Experience in property management and human resources is a strong plus;
- Excellent communication and interpersonal skills, with the ability to build rapport with a diverse group of people, including tenants, partner agencies, and employees;
- Strong organizational skills and attention to detail, with the ability to manage multiple priorities and deadlines;
- Knowledge of local and state landlord-tenant laws and fair housing regulations is highly desirable;
- Ability to handle confidential information with discretion and professionalism;
- Initiative, ability to work independently with little supervision, and highly developed sense of responsibility;
- Must be able to pass a drug test, acts 33/34 criminal background/fingerprint check;
- Must have access to full-time private transportation and a valid PA driver's license;
- Excellent organizational skills;
- Ability to communicate effectively, both verbally and in writing;

EDUCATION AND EXPERIENCE:

- Bachelor's degree in accounting, finance or related field or equivalent experience;
- Minimum of 3-5 years of experience in accounting or finance; and
- Experience with accounting software, Quick Books preferred and Microsoft Office Suite

PHYSICAL REQUIREMENTS:

- Prolonged periods sitting at a desk and working on a computer; and
- Must be able to lift up to 15 pounds at a time

Please submit a cover letter and resume' outlining your relevant experience and explaining why you are a good fit for this important role to HR@EUMA-Erie.org or mail to: EUMA | Human Resources, 728 W. 9th Street, Erie, PA 16502

