



Controller Denver, CO

The COVID-19 Eviction Defense Project seeks a Controller. The Controller oversees the accounting operations of the organization, including the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets.

Our Organization

The COVID-19 Eviction Defense Project (CEDP) was formed in April 2020 by The Community Firm, a Colorado non-profit, social enterprise law firm. Our mission is to Keep Coloradans Housed by helping to prevent mass evictions and homelessness during and after the pandemic.

Traditionally, eviction defense has focused on legal services. At CEDP, we are scaling a “managed care” approach to eviction prevention that centers the legal and financial needs of housing insecure families and uses a variety of tools to keep them housed. Our team of housing lawyers, economists, data analysts, policy-experts, organizers, and technologists provides three services. We (1) provide legal aid and financial assistance for tenants facing eviction; (2) conduct data and research published in conjunction with the [Bell Policy Center](#) & the [Aspen Institute](#) to deepen our understanding of the problem, and (3) drive advocacy and public policy to change the system.

Our focus in 2021 is scaling paired rental assistance and legal services through the distribution of state and private rental assistance dollars. We are focused on eviction diversion, providing legal aid and rental assistance to those imminently facing eviction. We pair funds with tenants individually, through our lawyers, and through partner organizations. After proving the efficacy of this effort in two 2020 pilots, we are scaling the effort in 2021 targeting the distribution of several million dollars in rental assistance by Q2 2021.

The Opportunity:

The Controller role provides an enterprising, talented financial specialist with a unique opportunity to help shape and scale an effort that Keeps Coloradans Housed during one of the biggest economic crises of our lifetimes. This position is based in Denver, CO and will report to the COO. This is a full-time role with full benefits. The salary range is between \$70,000-\$80,000 based on experience, and we offer competitive benefits detailed below.

PRIMARY ACCOUNTABILITIES:

- Oversee accounting of all transactions for our 501(c)(3)
- Process or supervise processing of all accounts payable, accounts receivable, and payroll
- Manage compliance with local, state, and federal government reporting requirements and tax filings; advise organization leadership on related regulatory matters
- Design, implement, and optimize the organization’s financial management tools to mitigate risk and enhance reporting accuracy
- Produce accurate, detailed financial reports for Board of Directors and organization leadership
- Maintain an orderly accounting filing system and system of controls over accounting transaction
- Manage production of annual budget and forecasts



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- Calculate and analyze budget variances, advising senior staff on cause, potential impact, and possible solutions
- Maintain the chart of accounts
- Ensure completion of periodic bank reconciliation
- Manage relationships with external institutions, including banks, insurance agencies, auditors, and financial consultants

Who We're Looking For:

You have a proven track record of implementing and executing financial processes, with a focus on continuous process improvement. You are energized by a fast-paced start-up environment and have an innate willingness to take initiative. You are also a quick learner, a born problem solver, and possess the high level of trustworthiness and personal integrity required of this position.

- You have a BA/BS in Accounting or related field of study (if you are a CPA, that's a major plus, but it is not required)
- You have 6+ years relevant experience (preferably in nonprofit or start-up accounting)
- You are highly proficient in QuickBooks and are a demonstrable whiz at Excel
- You have some level of familiarity with federal and state tax regulations and reporting requirements
- You are thoroughly analytical and able to both understand and communicate complicated, technical financial concepts to organization leadership and stakeholders
- You are a strategic thinker able to troubleshoot and prioritize on the fly
- You are known to have a high standard of professionalism and personal integrity

To Apply:

- Interested candidates should forward their resume and cover letter to sam@cedproject.org.

Equal Opportunity:

- The Community Firm is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Benefits & Compensation

- Salary range \$70,000 to \$80,000 per year, based on experience
- Benefits include health, vision, dental, 4 weeks paid vacation, short-term and long-term disability, and 401K