

Houston Apartment Association Chief Financial Officer

As the largest apartment association in the country, the Houston Apartment Association (HAA) and its entities Houston Apartment Foundation (HAF) and Houston Multi-Family Housing Corporation (HMHC) is the leading advocate, resource, and community partner for quality rental housing providers in the greater Houston area. HAA is a 501c6 trade association with a \$5 million budget.

HAA is looking for a qualified candidate to fill the position of Chief Financial Officer. This person will report to the CEO.

Responsible for the day-to-day operations of the Accounting Department supervising two employees. Responsibilities include but not limit to:

- Cash Flow Management
- Oversees monthly billing of membership dues and new members billings
- Bank Deposits
- Monthly integration of financial information from iMIS association management software to Great Plains accounting software
- Processes and submits monthly sales tax to State Comptroller's office
- Prepares and post member cancellation (drop) report
- Review bank reconciliations (HAA/HMHC/HAF)
- Prepares monthly financial statements and consolidated statements
 - Bank reconciliation of credit card account
 - Reconciliation of inter-company accounts
 - Recognize revenue and expenditures appropriately
- Working with outside auditor to coordinate and oversee the completion of the annual audit.
- Prepares and execute the annual budget
 - Allocations of overheads for three corporations
- Ensures that all tax returns are prepared and filed for all entities
 - HAA, HMHC, HAF & HAAPAC Federal tax returns (Form 990 and 1120)
 - TX Franchise Tax (Margin Tax) return for HMHC
 - 401(K) Federal return. (Form 5500)
 - Form 1096_1099 Misc. return
- Work with HAA CEO and outside auditors on tax planning.
- Personnel
 - Processes semi-monthly payroll along with employees' vacation and sick times
 - Ensures that all payments for payroll taxes are paid on a timely manner
 - Ensures that all payroll taxes are prepared and filed (quarterly and annually)
 - Administers insurance programs (Health, dental and long-term disability)
 - Prepare annual census for health insurance renewal
- Administers the company's 401(k) program
 - Prepares and submits semi-monthly payroll contributions
 - Prepares annual census
 - Review top heavy/ ACP/ADP tests, etc.
- Oversees accounts receivable, ensures that all monies are collected on a timely manner. Review credits and write-offs. Answers questions and/or provide information to members.
- Oversees accounts payable, ensuring that all invoices are paid when due to avoid late charges and interests. Review correct sales tax charges. Review expenses.
- Annual business insurance renewal.

Required: A CPA license and a four-year college degree. Knowledge of Great Plains accounting software.

Salary will be commensurate with experience. This non-profit trade association offers a great 401K plan, flexible hours and medical and dental insurance benefits. Interested candidates should forward a resume to cmorgan@haaonline.org. No phone calls please.