

THE RESURRECTION PROJECT

Job Description



Position Title	Budget and Compliance Manager
Supervisory Relationship	Director of Finance
Work Location	1805 South Ashland, Chicago, IL 60608
Organization General Description	<p>After 28 years and an initial seed capital of \$30,000 from area parishes, The Resurrection Project (TRP) has grown to become a powerful and effective social enterprise that seamlessly blends community development, community organizing, and advocacy with human service delivery to create vibrant, healthier, and involved communities. Our efforts have resulted in leveraging over \$500 million in community investment.</p>
General Job Description	<p>The Budget and Compliance Manager will assist the Director of Finance in proactively managing portfolios of different properties, funds, and assets by providing forecasting, budgeting, and analysis. The Budget and Compliance Manager assists as the primary analyst for Pillar Heads, and works with the finance and accounting functions of the organization, including but not limited to, supporting the COO, CFO, and CEO.</p>
Job Duties and Responsibilities	<ul style="list-style-type: none">• Review and manage annual operating and capital budgets in a timely and accurate manner. Work with key executives to make value-added budget modifications to maximize cash flows and increase the long-term value of the assets; keep informed and up-to-date on multi-family rental and commercial market conditions and trends, and their impact on each property.• Review and analyze monthly financial reports, operating statistics, and significant budget variances with explanations.• Review all monthly financial reports with key departments. Advise on any modifications deemed necessary.• Identify financial status by comparing and analyzing actual results with plans and forecasts; project expense and revenue pipeline.• Improve financial status by interpreting data and analyzing results; monitor variances; identify trends; study proposed changes in methods and materials; recommend actions to management.• Develop and grow analysis and modeling skills based on the project expense and revenue pipeline.• Prepare any required reporting packages tailored to the needs of each investor, lender, or other interested parties, and assure that information is timely and relevant.• Perform due diligence initiatives in a collaborative environment to mitigate compliance risks.• Submit Annual Reports to the Illinois Secretary of State to maintain TRP's subsidiary entities compliance in good standing.• Responsible for managing TRP's (and its subsidiaries) risk management portfolio with up-to-date renewals of existing insurance policies, and securing new insurance policies as required.• Conduct random and scheduled internal audits to ensure program compliance of TRP Lending, LLC; TRP Realty, LLC; and other TRP subsidiary entities.• Respond appropriately to inquiries from regulatory agencies and collaborate with internal departments to direct compliance issues.• Attend and participate in required organizational programs, board, committee, and staff meetings.

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- Perform other duties as assigned.

Essential Knowledge and Skills

- Bachelor's Degree required.
- Ability to improve business processes and maintain high standards and work quality.
- Ability to effectively present information to top management, public groups, and others as necessary.
- Ability to work with teams and engage others.
- Adhere to the highest ethical standards.

Special Working Conditions and Demands

- Must be able to work some evenings and weekends.

Position Classification

Full-Time, Exempt

Preparation Date

4/16/18

Statement of Equal Opportunity

The Resurrection Project is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy), national origin, ancestry, age, marital status, sexual orientation (including gender identity), military status, disability, language (any language use not related to job duties), or any other status protected by applicable federal, state, or local law.

Application Instructions

Please send resume and cover letter by email or mail. No phone calls please.

Contact Information

Email: trpjobs@resurrectionproject.org

Mail: Human Resources, 1805 South Ashland, Chicago, IL 60608