

JOB POSTING

Title: Controller
Hours: Full-time
Status: Exempt
Minimum Salary: \$93,700
Posting Date: March 3, 2023
DEADLINE: March 7, 2023

JOB DESCRIPTION

TITLE:	Controller
DEPARTMENT:	Finance
DESCRIPTION DATE:	February 24, 2023
PREPARED BY:	Yolanda Rocio (HR Lead – Transition Team)
APPROVED BY:	Sheila E. Mayhorn/Tracy L. Williams
REPORTS TO:	President and CEO
SUPERVISES:	Finance Department
POSITION SUMMARY:	Manage department, providing financial information to support all Agency programs and activities; assist management and board members in making educated economic decisions about the Agency's future

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepare monthly financial statements
- Understand the mission and long-range goals
- Be familiar with GAAP best practices
- Primary contact for finance related inquiries
- Provide financial direction and leadership to the organization and staff
- Maintains accounting systems, and develops improvements and enhancements to systems and their related policies and procedures, including those for fund accounting, general ledger, financial reporting, revenue/expense, fixed assets, etc.
- Manage Accounts Receivable function ensuring the accurate and timely management of all receivables aging components including billings, cash receipts application, etc. and year-end payroll closing including federal and state reports; and checking account reconciliation
- Supervise/manage Accounts Payable function, ensuring the accurate and timely processing of payables, purchase orders and employee expense reports
- Prepare information to support auditors in timely preparation of the Agency's audited financial statements and completion of 990
- Facilitate purchase order process and procedure
- Make recommendations for improvement of internal controls, which verify the integrity of all systems, processes that enhance the Agency's fiscal soundness
- Manage grant billing
- Internal banking:

- Deposit checks
- Bank exceptions – approve or deny
- Access to the credit card online account
- Assist staff in the preparation and management of departmental budgets
- Perform payroll and expense reporting as a back up to HR function
- Ensure accurate grant accounting allocations to maintain compliance with requirements of funding sources
- Manage the Agency’s real estate holdings, e.g., loan terms, refinance strategies, and where applicable, leases and sale of properties, with assistance from legal counsel.
- Manage investments in accordance with the Board’s investment policy and within approval guidelines
- Participate in special projects and compile special financial reports as needed
- Communicate with coworkers, management and (when necessary) Board Finance Chair and others in a courteous and professional manner
- Conform with and abide by all policies, work procedures, and instructions
- Required to follow any other job-related instructions and other job-related duties requested by any person authorized to give instructions or assignments

REQUIRED SKILLS/ABILITIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required

- Bachelor’s degree in Accounting or Finance and a minimum of 10 years of hands-on accounting managerial experience, preferably in a nonprofit organization with an annual budget of about \$4 million
- Previous experience in creating grant budgets and managing financial requirements of the funders
- Hands-on experience with accounting and financial management software, e.g., Great Plains software
- Skilled in audit preparation and understanding of the need to provide timely information
- Excellent knowledge of data analysis, risk management and forecasting methods
- Strong general ledger, accounts payable, accounts receivable, payroll and working knowledge of banking
- Strong managerial abilities
- Skilled in audit preparation and understanding of the need to provide timely information

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- Noise level varies from low to high depending on the site/office
- Ability to work in a deadline or benchmark environment
- Ability to work in a multi-dimensional environment, interfacing with many people



NOTE: *COVID-19 safe work environment accommodations are provided*

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- Frequently required to walk
- Frequently required to sit for long periods of time in front of computer screen

COMPENSATION PACKAGE: Full-time position, offering comprehensive health plan (medical, dental and vision), paid holidays and generous PTO.

HOW TO APPLY: Send cover letter, resume and salary expectations to: CV@ywcawis.org