

Controller

HomeFront, Inc.
Mercer County, New Jersey

Homefront, a 26 year old social services nonprofit entering period of growth is seeking a key executive with the heart and soul for our mission, which is to end homelessness, along with the skills and experience to ensure a staff of 110 employees and 35 programs are meeting our mission in the most effective, impactful and client-based manner.

Our mission is to end homelessness in Central New Jersey by harnessing the caring resources and expertise of the community. We lessen the immediate pain of homelessness and help families become self-sufficient. We work to give people the skills and opportunities to ensure adequate incomes and to increase the availability of adequate affordable housing. We help homeless families advocate for themselves individually and collectively.

The HomeFront experience is individualized to meet the needs of each family who comes to us for help. Last year, we answer over 16,000 cries for help providing shelter, food and hands-on emergency aid.

Summary and Objective:

Reporting to the Chief Financial and Administrative Officer, the Controller will be responsible for managing the daily accounting activities of a not-for profit agency with an \$8.5M operating budget. The Controller supervises an experienced team of 3 staff members with functional responsibility over accounting, general ledger, monthly close, payroll, account reconciliations and accruals, maintenance and integrity of accounting data and records, conformance with GAAP, cash management, internal control practices and procedures, grant management, preparation of financial statements for senior management and the Board of Directors, and annual audits. The Controller will work closely with program managers to instruct them on finance and accounting best practices as well as to support them in managing their program operations. By executing these responsibilities with diligence and excellence, the Controller makes possible the work of the entire HomeFront team to break the cycle of poverty and help families become self-sufficient.

Essential job functions:

- Plan, direct, coordinate all accounting functions
- Oversee Accounts Payable activity ensuring accurate and timely processing of payable, purchase orders, petty cash, employee expense reports, cash control and payroll processing

- Oversee Accounts Receivable to ensure the accurate and timely management of all accounts receivable activities including billings, receipts application, and tracking receivables aging
- Manage the accumulation and consolidation of all financial data necessary for an accurate accounting of business results
- Coordinate and prepare internal and external financial statements
- Coordinate activities of external auditors
- Manage public and private grants to ensure compliance with grant provisions
- Evaluate accounting and internal control systems
- Evaluate the effectiveness of accounting software and supporting database, as needed
- Develop and monitor business performance metrics
- Oversee regulatory reporting
- Train and retain skilled accounting staff

Competencies

- Financial management skills
- Knowledge of Generally Accepted Accounting Principles (GAAP)
- Strong planning and organizational skills
- Time management skills
- Excellent communication skills
- Consistent work ethic
- Impeccable integrity

Requirements

- BA Degree in Accounting or Finance
- 3 years of hands-on accounting management experience
- Experience in not-for profit accounting preferred
- Experience with complex chart of accounts
- Experience with Abila Fund Accounting (MIPS)
- Advanced MS Excel skills (e.g., pivot tables, vlookups, macros)

Physical Demands

Clerical Office setting requiring use of standard office equipment such as computer, phones, photocopiers, file cabinets and fax machine. This is largely a sedentary role; however, the ability to lift files, sit for long periods and bend

Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Duties, responsibilities and activities may be added or change at any time.

HomeFront, Inc is an equal opportunity employer. We welcome employees and prospective employees without regard to race, religion, national origin, gender, age, disability, marital status, gender identity or expression, sexual orientation or veteran status.

If you are a qualified candidate, please submit your resume along with a cover letter to Homefrontrecruiting@homefrontnj.org for review.