

Controller

FullTime

Reports to CFAO

Exempt

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 \$11.5M 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
- Oversee payroll processing
- Prepare and organize annual organizational budget
- Oversee Accounts Receivable to ensure the accurate and timely management of all accounts receivable activities including billings, receipts application, and tracking aging receivables
- Manage the accumulation and consolidation of all financial data necessary for an accurate accounting of business results
- Coordinate and prepare internal, external and programmatic financial statements
- Prepare monthly Board financial package
- Manage and Coordinate activities of internal and external auditors including financials, 401k plan and form 990
- Manage public and private grants to ensure compliance with grant provisions
- Evaluate and recommend accounting and internal control systems
- Evaluate the effectiveness of accounting software and supporting database, as needed
- Deliver financial forecasts as requested
- File annual charitable registrations
- Develop, monitor, and report 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
- Analytic thinking

Requirements

- BA Degree in Accounting or Finance
- 5 years of hands-on accounting management experience
- Experience in not-for profit accounting preferred
- Experience with complex chart of accounts
- Experience with Blackbaud Financial Edge/NXT
- 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.

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