



Controller

Location:

Lawrenceville, NJ

Position Type/Classification:

Full-Time/Exempt

Reporting to:

Chief Financial and Administrative Officer

Compensation:

\$95,000-\$105,000/year

Organization Overview

Since its inception over 30 years ago, HomeFront has worked to break the cycle of poverty and end homelessness in Central New Jersey, serving tens of thousands of Mercer County, New Jersey families. In the past year alone, 16,805 unique individuals came to for shelter, food and life-changing assistance. Started by volunteers providing meals for families living in welfare motels in and around Trenton, HomeFront has since developed a holistic array of services for clients who are experiencing homeless, facing complex barriers to economic opportunity, or working hard to make ends meet.

Our work is best captured by our mission statement:

HomeFront's 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 our clients the skills and opportunities to ensure adequate incomes, and we work to increase the availability of adequate, affordable housing. We help homeless families advocate for themselves individually and collectively.

Job Summary/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 \$15M operating budget. The Controller supervises an experienced team of 3 staff members including an Assistant Controller, Senior AP/AR Administrator and Accounting Clerk. The Controller has 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/Responsibilities:

- 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 accounts receivable to ensure the accurate and timely management of all accounts receivable activities including billings, receipts application, and tracking aging receivables
- Oversee payroll processing
- Manage the accumulation and consolidation of all financial data necessary for an accurate accounting of business results including financial forecasts as requested
- Coordinate and prepare internal, external and programmatic financial statements including bi-monthly Board financial package
- Prepare and organize annual organizational budget
- Manage and coordinate activities of internal and external auditors including financials, 401k plan and Form 990
- Evaluate and recommend accounting and internal control systems
- Evaluate the effectiveness of accounting software and supporting database, as needed
- Serve as liaison with outside vendor for annual charitable registrations
- Develop, monitor, and report business performance metrics
- Train and retain skilled accounting staff

Required Experience and Education:

- BA Degree in Accounting or Finance
- 5 years of hands-on accounting management experience
- Advanced MS Excel skills (e.g., pivot tables, vlookups)
- Knowledge of generally accepted accounting principles (GAAP).

Preferred Experience and Education:

- Experience in not-for profit accounting
- Experience with Blackbaud Financial Edge/NXT
- Strong analytical, critical thinking and problem-solving skills
- Demonstrate sound judgement and ethical decision-making
- Excellent organizational skills and attention to detail

Travel:

Minimal travel to meetings may be required.

Physical Demands:

- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times.

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 changed at any time.

Disclaimer:

This position description neither constitutes a contract of employment nor is designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice. Company may exercise its employment-at-will rights 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.