



Job Title: Controller
Department: Finance and Human Resources
Schedule: Monday – Friday, 9 AM to 5 PM Daily
Supervisor: Chief Financial Officer
Status: Full-time, Exempt

GENERAL DESCRIPTION

The Controller is responsible for coordinating, administering and controlling the organization's financial operations. The position reports to the Chief Financial Officer and works closely with members of the senior management team and program managers to assure accurate and timely information is provided to them. The Controller reviews, analyzes and interprets financial and budget reports submitted to senior management. Additionally, the Controller develops implements and maintains accounting systems, policies and procedures. The position is a full-time salaried position.

KEY RESPONSIBILITIES

Essential Job Functions:

- Manage the day to day activities of accounting personnel within the Finance Department.
- Supervise Finance Department staff.
- Maintain the organization's system of accounts and records on all transactions and assets: cash, general ledger, accounts payable, accounts receivable.
- Work with the Chief Financial Officer, Chief Executive Officer and program managers to develop the annual financial budget for the organization, including information required for Finance Committee and Board approval.
- Develop, analyze and interpret all financial information required to monitor actual operational results against Board-approved budgets and programmatic contractual guidelines. Prepare monthly financial reports and commentary.
- Prepare or oversee the preparation of monthly salary and benefits expense allocations to all programs.
- Prepare or oversee the preparation of monthly general expense allocations to all programs.
- Oversee the preparation and submission of invoices or requests for reimbursement on grant funded programs. Ensure that the programs are billed by required deadlines and include appropriate documentation for timely reimbursement.
- Review and approve all accounts payable coding and appropriate approvals.
- Review all grant billings and submissions.
- Review and approve all bank deposits for coding.
- Review and approve monthly bank reconciliations.
- Develop, implement, and maintain relative accounting policies and procedures.
- Maintain Chart of Accounts and related account segments. Communicate changes to relative managers to assist in appropriate coding.
- Oversee the development and maintenance of the cash flow forecasting model and periodically review its accuracy with the CFO.
- Monitor cash and expected future cash receipts and payments to assure the organization is able to meet its future financial obligations in a consistent and timely manner.
- Oversee financial and programmatic compliance of federal, state or local grant funded programs, including periodic financial reporting to the grantor agencies.

- Responsible for month-end and year-end closings and for review of periodic and timely cash and account balance reconciliations. Review and approve monthly closing checklist.
- Prepare and post assigned monthly journal entries, including release of Temporarily Restricted Assets.
- Oversee the preparation of monthly financial reporting to program managers of all programs they are responsible for. Reports should compare actual results to Board-approved budgets and provide appropriate support for activity shown on the reports.
- Oversee the preparation and submission of information necessary for the annual external audit.
- Oversee annual 1099 reconciliation and preparation.
- Assist Chief Financial Officer with annual and periodic budgets and revisions.
- Responsible for accurate budget input and maintenance in Abila.
- Assist Chief Financial Officer with preparation of monthly financial statements.
- Perform other tasks as assigned by the Chief Financial Officer.

Team Assist:

- Provide backup to all team members of the Finance and Human Resources Department in all capacities.

SKILLS AND COMPETENCIES

- Excellent interpersonal skills and ability to successfully interact with a diverse staff from a variety of cultural, ethnic, religious, and educational backgrounds.
- Submit to a criminal background check.
- Detailed oriented with strong analytical abilities and skills. Strong organizational skills.
- Self-starter, takes initiative, recognizes a sense of urgency.
- Demonstrated core competency skills in MS Windows, MS Excel, MS Word, PowerPoint, and Outlook.
- Commitment to organization's mission and serving refugees.
- Ability to identify and resolve system and management level issues.
- Adapts easily to working in a dynamic and changing environment.
- Minimum 5 years prior experience in grant oversight, budgeting and monitoring compliance.
- Familiarity with non-profit accounting software. Abila a Plus.
- Master's Degree in Business Administration or CPA.
- Minimum 5 years' experience supervising staff in non-profit finance and accounting.
- Excellent verbal and written communication skills.

COMPENSATION

This is a full-time, salaried position; salary range \$50K - \$55K annually depending on experience. Employer contributes to medical, dental and vision insurance. Employer pays life and disability insurance. Fourteen (14) paid holidays and a generous paid time off policy. Employee has the option to contribute to 401(k).

Qualified candidates should e-mail their Resume to careers@newamericanpathways.org. No phone calls please.

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