Job Description

Position Title: Controller

Department: Administration, Finance

Job Classification: Full-Time

FLSA Status: Exempt

Reports to: Chief Executive Officer (CEO)

Revision Date: October 8, 2020

Summary:
The Controller is responsible for all financial and fiscal management aspects of organization operations. The Controller provides leadership and coordination in the accounting and budgeting efforts on an organization-wide basis. The Controller shall demonstrate rapid response and support to the CEO, board and management team in a fast-paced environment. The Controller ensures accountability and proper internal control through implementation and supervision of agency fiscal and investment policies, generally accepted accounting principles (GAAP), and funder-specific grant guidelines at all times. This position requires extensive non-profit accounting and audit-preparation experience, effective oral and written communication, ability to collaborate with staff members at all levels of the organization, adherence to deadlines, ability to anticipate and manage operational needs, and multi-tasking. Reliability and accuracy are essential. Local travel is required for meetings, errands, or events.

Key Areas of Responsibility:

- Ensure accounting records and systems are maintained in accordance with generally accepted auditing standards (GAAS)
- Establish and maintain appropriate internal control safeguards to ensure the protection of agency assets and minimize loss or liability exposure
- Oversee all accounting activities of the organization
- Oversee the preparation of all financial reports, including income statements, balance sheets, and year-end financial statements
- Ensure compliance with local, state, and federal government requirements.
- Coordinate the annual independent audit and 990 preparation with auditors; prepare year-end closing entries, schedules, supporting documents and other items requested by independent auditors
- Monitor cash flow and provide regular analysis to management team and Board of Directors; select funds for disbursement based on cash flow needs; anticipate and initiate line of credit borrowing as needed, with approval from Board Finance Committee
- Staff Finance and Audit Committees
- Ensure fiscal compliance with grants and restricted funds according to contractual obligations, and oversee preparation of financial reports as required; ensure federal procurement and debarment procedures are followed for applicable transactions
- Coordinate the preparation of the annual operating budget for management and Board approval
- Prepare budgets and fiscal impact assessments
- Develop, implement, and maintain fiscal policies and procedures
- Manage contract and lease obligations, procurement and renewal of insurance policies
- Monitor all agency contracts and align with budget; maintain calendar of contract renewals and coordinate renewals with other managers
- Enter daily bank deposits in general ledger
- Coordinate the annual retirement plan 5500 report
• With Chief of Staff, coordinate annual insurance procurement and employee benefits plan renewals, budget impact assessment and bid solicitation process
• Maintain financial files
• Participate in departmental and organization-wide meetings as appropriate
• Coordinate office building and asset maintenance and inventory, as needed
• Conduct procurement process for assets, services, supplies, etc., as needed
• Represent UWSFC at special events or programs connected with UWSFC; events may be held outside regular work hours (evenings/days off)
• Perform within the prescribed limits of UWSFC’s ethics and compliance policies
• Perform other duties or assignments as assigned by the Chief Executive Officer

Qualifications:
• Bachelor’s degree required; Master’s degree preferred, specifically in business/management/accounting or closely related coursework
• Five years of accounting experience in a non-profit environment
• Two years of experience having full responsibility for audit preparation and compliance
• Demonstrated knowledge of finance, accounting, and budgeting principles, including Generally Accepted Accounting Principles, to include:
  o Knowledge of nonprofit accounting, including sophisticated fund and grant accounting, compliance, and reporting
  o Knowledge of procurement and contract management
  o Knowledge of automated financial and accounting reporting systems
• Ability to analyze financial data and prepare financial reports, statements, and projections
• Knowledge of general office software, particularly the Microsoft Office Suite and QuickBooks, and ability to use and manipulate databases; excellent Excel skills
• Excellent organization skills, efficiency and accuracy with details
• Ability to communicate effectively in both written and verbal form
• Ability to handle confidential information with discretion
• Ability to function effectively as a team member and work independently
• Ability to work well in culturally diverse setting and knowledge of local population served
• Ability to pass a mandatory background clearance required of all childcare workers in the State of New Mexico
• While performing the duties of this job, the employee is regularly required to stand, walk, sit for prolonged periods, and use computer equipment and cell phones. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch or crawl. The employee must be able to lift 40 pounds. Occasional local travel is required for meetings, events and errands.

All candidates are required to participate in pre-employment screening, background investigation and verification of education credentials, as well as proof of reliable transportation and a valid driver’s license.

Compensation contingent upon experience, education, and certifications. Relocation funding is not available. EEO.

To apply, please complete the UWSFC Application for Employment on this website: https://www.uwsfc.org/uwsfc-application-employment/