

## **Controller**

This position provides a unique opportunity for an individual to lead a talented and long-term finance team of six people. The best candidate will have experience working with non-profits and Microsoft Dynamics SL. They will also have proven supervisory experience and the ability to work with and lead cross-functional teams.

### **Primary Duties:**

- Assist the CFO with managing financial affairs and safe guarding the assets of the organization and its affiliates with the preparation of financial analyses of operations, including monthly internal financial statements, external audited financial reports, with supporting schedules, for management review.
- Oversee the activities of the Finance Department for the accurate and timely dissemination of financial management reports including, but not limited to, internal and external monthly financial statements and annual audits.
- Oversee the development and provide coordination of financial Forecasts (annual and quarterly).
- Serve as the primary staff liaison to the independent auditors and oversees the preparation of the audit reports. Participates in the Audit Committee meetings.
- Responsible for appropriate submission of all federal and state tax returns, state registrations and directs the maintenance of related tax files.
- Responsible to monitor contract revenue and verify compliance and accurately recorded.
- Assist in the development of annual operating budgets in alignment with the organization's strategic direction and activities.
- Serve as a staff liaison for the joint Investment Committee, including the development and coordination of the Committee agenda.
- Monitor short-term cash needs, and intermediate and long-term investments. Recommend investment of cash balances in accordance with Board and Investment Committee guidelines.
- Provided assistance to CFO in analyzing the financial results in an accurate and timely manner.

## **Job Requirements**

Education, training, experience:

Experience:

- Qualified candidates must have seven or more years experience within the finance arena with a history of increased responsibility with at least three years of supervisory experience.
- CPA preferred