

Job Description

Hanna Boys Center – Hanna Institute

Job Title: Controller
Department: Finance/Accounting
Supervisor: COO
Status: Exempt

Description

The Business Office, as a foundation for Hanna Boys Center’s mission, is a supportive environment comprised of individual contributors with a high level of commitment and a desire to learn, not only from external sources but from one another.

Reporting to the COO, the Controller will be responsible for Hanna Boys Center’s day-to-day accounting activities, budget implementation and internal and external financial reporting. The Controller is a key strategic partner of the COO and collaborative member of the business office and the Center’s administrative teams. As an expert in accounting best practices and operational controls, the Controller will recommend, develop, and assemble resources to implement appropriate financial systems and controls that ensure Hanna’s fiscal responsibility and fiduciary prudence.

Principal Duties and Responsibilities

- Oversight and execution of Hanna’s day-to-day accounting operations including general ledger, cash management, banking and investment accounting, AP/AR (including donation) and grant funding.
- Development, documentation, implementation and maintenance of accounting and financial procedures and policies.
- Ensuring a timely month-end and annual close process.
- Monthly reconciliation of all assets and liabilities accounts.
- Maintain payroll and accrual accounting.
- Coordinate year-end financial statement and 403(b) audit process; prepare schedules and provide support to auditors throughout the audits.
- Supervise and mentor accounting staff, providing professional development opportunities and support.
- Continually monitor and upgrade accounting procedures and systems, as appropriate, to ensure the most efficient and effective methods of financial data preparation and availability
- Prepare and review year-to-date departmental budget reports to all department heads on a monthly basis.
- Assist the COO and CEO with strategic financial planning for on-going and new initiatives.
- Lead the collection of data and assist the COO with preparation of annual budget.
- Analyzing financial data, prepare financial reports and generate financial projections.

Qualifications/Skills and Abilities

- Bachelor’s degree in a related field (finance, accounting, business). CPA preferred.
- Proficient in Microsoft Office (Word, Excel, Access, PowerPoint and Outlook, SharePoint, Teams).
- Clear understanding of accounting principles, management accounting methods, government accounting policies, cost allocation procedures and internal controls.
- Strong knowledge of GAAP and FASB principles.
- Excellent organizational and analytical skills, accuracy, and attention to detail.
- Ability to multitask, meet deadlines, and handle confidential information with the utmost discretion.
- Ability to independently set priorities and juggle competing priorities.
- Well-developed interpersonal skills, with appreciation for superior customer service.
- Patient, flexible, collaborative, and cooperative with all constituencies.

- Clear and articulate in verbal and written communication.
- Able to collaborate easily with diverse constituencies, work in a diverse team and have a growth mindset.
- Be a creative problem-solver with a proactive approach to improving processes and identifying opportunities.
- Comfortable working in a fast-paced environment and a desire to assist when unanticipated challenges arise.
- 5 years or more in a senior financial position in a complex (non-profit preferred) organization with multiple public and private funding sources.
- Thorough understanding of nonprofit accounting and experience with fund accounting and reporting.
- Experience working in ERP platforms e.g., Sage Intact, Salesforce preferred, but not required.

Comments:

- Must clear background check for a Community Care Licensed facility, including physical, tb and drug test, and proof of COVID19 Vaccination.
- Sit for extended periods of time and the ability to manage repetitive hand/wrist movements while using a computer keyboard and/or the phone.
- Bend, squat, stoop, and walk-up flight of stairs.
- Lift and/or carry up to 10 lbs., occasionally. Duties are primarily performed in an office environment at a desk or computer terminal.