

Position Title:	<b>Controller</b>	Department:	<b>Accounting</b>	
Reports to:	<b>Chief Financial Officer</b>	Classification	Exempt <input checked="" type="checkbox"/>	Non Exempt <input type="checkbox"/>
Date:	<b>07/2015</b>	Supervises:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Reporting to the Chief Financial Officer, the Controller will lead all day-to-day finance department operations and supervise accounting staff. This position ensures that the agency has the systems and procedures in place to support effective program implementation and conduct flawless audits. The Controller will work closely with program directors and their staff to educate them on finance and accounting procedures and to explore how accounting can support program operations.

### Primary Responsibilities & Tasks

- Ensure financial statements are accurate and reviewed with programs on a timely basis; provide guidance to program leaders and enhance understanding of financial performance.
- Serve as financial resource to program staff and administrative department and be focal point for managing and reporting on contracts status and compliance with contract terms.
- Assist programs with the annual budgeting process and supervise the preparation and reporting on the annual budget.
- Supervise and direct the daily activities of the accounting team, including AR, AP and invoicing.
- Serve as focal point for review of all program grants and contracts
- Manage monthly closing process, preparation, and review of financial statements.
- Provide timely reconciliations of bank and general ledger account.
- Lead the preparation for the annual audit and liaise with external auditors.
- Assist with the preparation of the annual 990 tax return.
- Prepare and file state and local tax returns.
- Oversee and assist in development and implementation of internal controls.
- Support the agency's mission through assisting or leading special projects.
- Perform other duties as assigned.

### Qualifications

- The Controller position requires a BA in Accounting plus ten or more years of accounting experience and progressive advancement within organizations
- Nonprofit accounting experience preferred, but not required
- Solid understanding of GAAP; particularly revenue recognition
- Requires strong experience with Microsoft Excel to include pivot tables, and familiarity with other Microsoft Office products.
- Thorough knowledge of mid-size to larger business financial software systems
- Experience working with governmental contracts preferred.

### Other Knowledge, Skills and Abilities

- Effective organizational and interpersonal skills including written and verbal communication skills.
- Ability to identify and resolve problems in a timely manner; gathers and analyzes information skillfully.

- Resolves conflict and is able to identify potential conflict either amongst others or those being caused by oneself.
- Demonstrates a focus on quality by being accurate and thorough; looks for ways to improve processes and deliverables.
- Understands big picture and is able to visualize solutions.
- Accepts responsibility for one's own actions and follows through on commitments.
- Takes initiative and independent action; asks questions wisely and as necessary.
- Committed to the agency's mission and objectives.
- Has a curious nature and need to learn and encourage learning in others.

### Individual Development

- Maintain awareness of accounting and on-point financial trends developments and policies.

If you wish to apply for this position, please send your cover letter and resume to:  
[recruiter@voaww.org](mailto:recruiter@voaww.org)

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