

Position Title:	Controller	Department:	Accounting & Finance	
Reports to:	Chief Financial Officer	Classification	Exempt <input checked="" type="checkbox"/>	Non Exempt <input type="checkbox"/>
Date:	09/2020	Supervises:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

At Volunteers of America Western Washington, we have a clear vision: to be the place where a diverse mix of talented people want to come, to stay and do their best work. We are dedicated to promoting an inclusive environment where all people feel accepted and valued.

WE OFFER:

COMPETITIVE SALARY
UP TO 200 PAID TIME OFF HOURS PER YEAR
MEDICAL & DENTAL
403(B) RETIREMENT
FLEX SPENDING ACCOUNT and more....

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

Qualifications

- The Controller position requires a BA in Accounting plus eight 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 advanced Microsoft Excel to include pivot tables, Lookups, etc. 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.
- 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.

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.
- Manage the budget process.
- Hire, supervise and direct the daily activities of the accounting team, including Staff Accountant, AR, AP and invoicing.
- Serve as focal point for review, reporting, and compliance of all program grants and contracts.
- Manage monthly closing process, preparation, and review of financial statements.
- Ensure timely reconciliations of all balance sheet general ledger accounts.
- Lead the preparation for the annual audit and liaise with external auditors.
- Assist with the preparation of the annual 990 tax return.
- Ensure accuracy and timeliness of state and local tax returns.
- Oversee and assist in evaluation, development, and implementation of internal controls, process, and procedures.
- Support the agency's mission through assisting or leading special projects
- Perform other duties as assigned.

Individual Development

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

If you wish to apply for this position, please email your cover letter and resume to:
recruiter@voaww.org.

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