



Neighborhood House

Strong Families. Strong Communities. Since 1906.

Department: Administration

Reports To: Director Finance & Administration

Status: Regular, Exempt, Full Time

FLSA: Exempt

Hiring Range: 39 (\$82,000 to \$100,000 annually)

Location: Weller

Closing Date: February 25th, 2019 or until filled

Scope

The Controller is responsible for the day-to-day operations of the Accounting Unit, including supervising ten direct reports, including three Accounting Leads in the areas of Payroll, Accounts Payable, and Grants; and seven staff accountants in the areas of Grants Billing & Reporting, Accounts Payable, Purchasing, Payroll, and Accounts Receivable. Responsibility includes oversight of all accounting, auditing, and reporting activities. The Controller also provides budgeting and analytical support for the Director of Finance and Administration and Program Directors and works in partnership with the Director of Finance and Administration in preparation of annual financial statements and coordination with auditors.

The Controller will serve on the Admin Department Management Team, which includes the Finance & Accounting, Human Resources, Data Analysis & Evaluation, Facilities, Office Services, Information Technology, and Volunteer Services divisions.

At Neighborhood House we have a deep commitment to our employee's and client's diverse experiences and backgrounds that guides our work for a more equitable future. We are seeking a team member that represents our dedication to service, equity and inclusion, to join our diverse team.

Responsibilities

- Manage day-to-day operations of accounting unit, including managing workload and assuring efficiency of team.
- Manage all account reconciliation and oversee preparation of all general ledger entries.
- Reconcile General Ledger Balance Sheet Accounts, revenue and investment accounts.
- Prepare financial statements, including cash flow statement, balance sheet and supporting schedules.
- Coordinate annual financial statements audit and Retirement Plan audit.
- Provide support to Director of Finance and Administration in preparation of budgets, maintenance of chart of accounts, development of fiscal procedures and systems, investment tracking, preparation of financial information for the Board of Trustees and Finance Committee.
- Work closely with all Program Managers to assist in understanding of grant requirements and provide information as needed.
- Supervise preparation of all financial reports to grantors, including federal SF-425's
- Supervise grants billing process including cash requests via the federal Payment Management System.
- Supervise reconciliation of agency bank accounts, which may include general, payroll and special operating accounts, investigate any discrepancies between bank and book balances.
- Supervise maintenance of all grant files and summary grant information.
- Prepare and maintain fixed asset and other schedules.

- Prepare and maintain general journal entries.
- Serve as Administrator for the agency's accounting software (MIP Fund Accounting), troubleshoot as needed.
- Manage to assure compliance with agency fiscal procedures and policies.
- Supervise Cost Allocation process, including edit checking personnel account coding and importing allocations into MIP.
- Supervise preparation monthly indirect entry, annual reconciliation of indirect. Assist in Director of Finance and Administration in preparation of annual cost allocation rate proposal.
- Supervise preparation of payroll and A/P related filings, including W-2's and 1099's.
- Prepare backup documentation for IRS Form 990 and prepare and submit State Revenue and Tax reports.
- Assist Director of Finance and Administration in training agency staff on accounting procedures and grants management and assuring overall success in compliance with agency and grant fiscal procedures.
- Assist Director of Finance and Administration and Budget Analyst in the development of the agency budget and provide internal consulting to Department Directors and Program Managers on grants management and financial issues, including developing special budgets and financial forecasts.
- Other duties as assigned.

Qualifications

Minimum Qualifications

- Bachelor's Degree in Accounting, Business, Fiscal Management, or a related field; CPA preferred
- Four years' experience working with grant based accounting systems, and 3 years supervisory experience.
- Must be able to recruit, support, develop and motivate a team of professionals with diverse areas of oversight.
- Must be able to work in a dynamic environment with constant change and growth.
- Proven high attention to detail and strong project management skills
- Must be a self-starter, highly organized, dependable, have strong problem solving skills and be able to manage multiple complex problems at once.
- Ability to translate complex financial concepts to individuals at all levels including finance and non-finance managers.
- Experience in coordinating audit activities, including Uniform Guidance/A-133 Compliance audits.
- Excellent skill in Excel and demonstrated knowledge of Word and Access.
- Ability to work with and be sensitive to a diverse cultural, ethnic and racial population.
- Willingness to comply with the established agency performance standards which may include: productivity/personal responsibility, client/customer service-orientation, embracing a team player orientation, and maintaining a professional demeanor
- Flexibility to work some evening and weekend hours, when essential to meet deadlines.
- Current First Aid Certificate within 30 days of hire.
- Current CPR Certificate within 30 days of hire.
- Sexual Harassment Training within 30 days of hire.

- Child Abuse and Neglect training (within 2 weeks of hire).
- Must pass Neighborhood House background check requirements.
- Position requires Washington State bi-annual criminal background re-check.

Desired Qualifications

- Experience with MIP Fund accounting software a plus.
- Experience in Non-Profit Accounting a plus.


Benefits

Click [here](#) for more details about our benefits program.

Employment Practice

Neighborhood House is an Equal Opportunity Employer. Applications are considered without regard to race, age, sex, color, creed, religion, disability, national origin, marital status, mental or physical handicap, sexual orientation (heterosexuality, homosexuality, bisexuality) and expression of gender identity or any other classification protected by law. Neighborhood House encourages and gives hiring preference to current and former Head Start parents and children. We encourage people of color and residents of the communities we serve to apply.

Application Procedure

Submit [agency application](#)  along with resume and cover letter. For your convenience, we offer several ways for you to submit your completed application:

- **Email:**

nhjobs@nhwa.org

- **Fax:**

(206) 923-6776

In Person or Mail to:

8:00am – 5:00pm Monday-Friday

Neighborhood House
1225 S. Weller Street, Suite 510
Seattle, WA 98144
Attn: Human Resources

For more information

Inquiries may be directed to Human Resources at (206) 461-8430 or by e-mail to nhjobs@nhwa.org.