

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"/>

VOLUNTEERS OF AMERICA WESTERN WASHINGTON is a private, not-for-profit, human service agency serving the needs of families, seniors and the disabled in Western Washington. Our successful track record of supporting those we serve and being on the leading edge of new and innovative programs makes us a leader among human service agencies in Western Washington. Come be a part of what we do and make a difference every day!

Reporting to the Chief Financial Officer, the Controller will plan and coordinate all day-to-day accounting operations and will supervise 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 and will partner with the senior program directors and their staff to educate them on accounting procedures and explore ways to support program operations.

Primary Responsibilities & Tasks

- Hire, supervise and direct the daily activities of the accounting team which includes general accounting, accounts receivable, accounts payable, invoicing and payroll
- Ensure that month-end close is finalized on-time and that the financial statements are complete and accurate
- Provide program leaders with meaningful reports on a timely basis and provide guidance to enhance their understanding of overall financial performance
- Serve as the focal point for managing and reporting on all contracts (primarily government contracts) and ensure compliance with contract terms
- Ensure timely completion of all balance sheet reconciliations
- Assist in the evaluation, development and implementation of internal control processes and procedures
- Manage all aspects of the annual Single Audit and the Financial Statement Audit
- Assist in the preparation of the annual 990 tax return
- Ensure accurate and timely filing of the state and local tax returns
- Manage the annual budget process
- Support the agency's mission through assisting and/or leading special projects
- Perform other duties as assigned

Qualifications

- BA in Accounting plus eight or more years of accounting experience and progressive advancement within organizations
- CPA preferred
- Supervisory experience required
- Three to five years of non-profit accounting experience required
- Experience managing government grants and contracts preferred
- Solid understanding of GAAP; particularly revenue recognition

- Advanced Microsoft Excel skills including pivot tables, lookups, etc. and familiarity with other Microsoft Office products
- Thorough knowledge of financial software systems; MIP experience 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
- Demonstrated ability to lead, supervise and mentor others
- Ability to perform duties with attention to detail and employ practices that ensure accuracy
- Proactively seeks to identify process improvement opportunities
- Ability to identify and resolve conflicts constructively and professionally
- Understands the “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 professionally and as necessary
- Committed to the agency’s mission and objectives
- Has a curious nature and a need to learn and encourage learning in others

Individual Development

- Remains knowledgeable about relevant accounting policies and rules impacting the agency
- Proactively works with the external auditors, the internal accounting team and program staff to adjust accounting policies and practices as needed to ensure compliance and clean audits

Acknowledgement:

I have read and understand this job description and its principal activities. I accept the position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I further understand that my employment is at-will; that my employment may be terminated at-will by Volunteers of America or myself, with or without notice for any reason not expressly prohibited by law.

Employee Signature

Date

Printed Employee Name