

EPISCOPAL RELIEF & DEVELOPMENT JOB DESCRIPTION

TITLE: Controller

REPORTS TO: Vice President, Finance

DEPARTMENT: Finance

DIVISION: Operations

LOCATION: New York, NY or Remote

STATUS: Exempt

EFFECTIVE DATE: 03/01/2024

PRIMARY FUNCTION/PURPOSE:

The Controller is responsible for planning, directing and coordinating all accounting and audit functions for the organization; ensuring that the accounting, treasury, and statutory and management reporting systems and policies provide high quality, timely data and analysis for decision support. This position is responsible for day-to-day accounting operations; financial reporting statements and analytics reporting; management of annual audit and 990; support for development of quarterly grant reports; and support other external financial reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

➤ Accounting Operations:

- Responsible for the maintenance of all financial records and documentation.
- Plan and manage month end and annual closing procedures.
- Responsible for preparing and presenting quarterly financial statements and other analytical reports.
- Oversee all accounting functions, accounts payable, accounts receivable, issuing of tax forms and state and local charitable registrations.
- In collaboration with Vice President, Finance, supervise the annual organizational audit process and completion of IRS 990 & 990T.
- Ensure financial systems and reporting comply with GAAP and other accounting rules and regulations.
- Manage a team of up to three staff members who perform all day-to-day financial operations, including accounts payable (including international and domestic program payments); consultant contracts; accounts receivable; payroll; journal entries; and preparation of audit schedules and reports.
- Collaborate with Vice President, Finance on management and reporting of contributed revenue.
- Remain up to date with nonprofit financial best practices.

- Support the review of payroll calculations as needed.
 - Oversee the state registration process regarding employee withholdings, unemployment and other taxes as applicable.
- Policies, procedures and training
- Oversee compliance with internal accounting policies, systems and procedures.
 - Ensure that accounting internal controls are in place and functioning as designed.
 - Regularly review and update accounting procedures to ensure that they remain up to date.
 - Identify opportunities for continuous process improvement, ensuring a high functioning accounting unit.
 - Provide training on accounting related processes and procedures to all staff as needed.
- Other
- Provide guidance and support to all direct reports, including the development of professional development plans.
 - Serve as a contact with the DFMS Controller's office and Treasurer's office as needed to ensure coordination of day-to-day finance operations and annual audit process.
 - Provide routine and special information to Vice President, Finance.
 - Represent Accounting in various cross-organizational working groups and leadership.
 - Serve as a technical accounting resource for the organization.
 - Perform other duties and special projects as required.

SUPERVISORY REQUIREMENTS:

- Direct supervisor of the accounting team (Sr. Staff Accountant, Jr. Staff Accountant and Finance & Accounting Assistant).

EDUCATION:

- Bachelor's degree in Accounting, Finance, or related field required. CPA, CMA, MBA, MPH, MPA, or equivalent certification preferred.

EXPERIENCE:

- 8 years' experience in financial management with at least 4 years' supervisory responsibilities.
- Proven record managing audits and year end closing.
- Experience in non-profit accounting required; work with international organizations preferred.
- Ability to function in Windows PC environment, and knowledge of Blackbaud software products (including FENXT, RENXT, Blackbaud Grantmaking) strongly recommended.
- Experience with MS Office, high proficiency in Excel.

RELATED SKILLS:

- Extensive knowledge of non-profit accounting and GAAP.
- Experience in grant accounting with funding from government, foundation and corporate donors is essential.

- Excellent communication skills. Effective verbal and written communication is necessary.
- Proven ability to work well in a highly collaborative and cross-functional environment.
- Manage difficult situations with tact and diplomacy.
- Highly organized, with the ability to follow tasks through to completion and meet hard deadlines.
- Multi-tasker; capable of working on multiple projects at one time, often under pressure.
- Strong attention to detail, accuracy and analytical skills.
- Self-starter; ability to work independently in a remote-work environment, with strong time management and multi-tasking skills.
- Comfortable working in a faith-based environment.
- Commitment to organizational values and cultural diversity, equity and inclusion efforts in the workplace.

OTHER REQUIREMENTS:

- The physical demands of this job are typical of those in any office workplace environment.
- May be required to work long hours and a varied schedule including evenings and weekends.

The position description is a guide to the critical duties and essential functions of the job, not an all-inclusive list of responsibilities and/or qualifications. Position descriptions are reviewed and revised to meet the changing needs of Episcopal Relief & Development at the sole discretion of management.

Episcopal Relief & Development is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

SALARY & BENEFITS:

Annual salary range of \$\$150,000-155,000

Competitive, comprehensive benefits package offered

How To Apply:

Email resume and cover letter to careers@episcopalrelief.org with the subject line "Controller
"For more information, visit our website at www.episcopalrelief.org.

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