Controller

Job Description:
Reporting to the Finance Director/CFO, the Controller leads the accounting activities of the organization by planning, directing, coordinating and motivating employees, contractors and outside professionals. Functional responsibilities include accounts payable, accounts receivable, payroll & benefits, tax, general ledger and financial reporting as well as support for budgeting and forecasting.

Major Responsibilities:

- Leads and manage the Accounting Department
- Record monthly journal entries and prepare monthly financial statements, conforming to both GAAP and income tax basis while developing a more reliable and effective closing process
- Perform monthly bank reconciliations and of all other asset and liability account
- Develop and support best practices, accounting policies and procedures, while developing a more reliable and effective process
- Develop and support operational and financial analysis to monitor key performance indicators
- Support the annual budgeting process, monitor performance variances to plan and provide valuable analysis and interpretations for management for corrective actions
- Supervise processing of vendor payables, while identifying and implementing improvements
- Work with outside auditors and tax accountants to conduct efficient processes for audit and tax filings
- Responsible for state tax filings
- Oversee maintenance of fixed asset registers and depreciation schedules
- Other duties as assigned by the company’s corporate executives

Requirements

- CPA preferred
- Bachelor’s degree in Finance, Business, or Accounting preferred
- 5 or more years of relevant accounting experience, preferably as a Controller
- Prior experience in a not-for-profit setting preferred
- Proficiency with Quickbooks, Excel, and Word
- Strong interpersonal/communication skills
- Able to work independently as well as in a team environment

To apply for this position, please send your resume by e-mail to delfinah@ghostranch.org