



## James L. Maher Center

### JOB POSTING

**Department:** Finance  
**Position:** Controller  
**Reports To:** Executive Director  
**Shift:** Fulltime, Monday through Friday  
**Location:** 906 Aquidneck Avenue, Middletown, Rhode Island 02842  
**Posting Date:** July 2, 2019

### Essential Functions:

- Maintain accounting standards within established policies and procedures
- Prepare with Executive Director and Department Heads, all operational budgets
- Prepare cash flow forecast on monthly basis
- Maintain all contracts, leases, and other legal and financial records
- Implement and support financial operating policies and procedures
- Operate in compliance with all local, state, and federal laws and government regulations
- Coordinate all financial audits by outside concerns
- Coordinate internal financial training and development for Directors and Department Heads
- Function as financial advisor to Agency and provide on-going assistance for special projects
- Advocates for the mission of the organization and upholds the agency's values

### Summary:

The Controller will be responsible for providing regular monthly reporting packages for the Chief Executive Officer, Board of Directors and a variety of funders. He/she will supervise a team of 3 staff members including functional responsibility over accounting, accounts payable, accounts receivable and grants administration. The Controller will ensure that the James L Maher Center has the systems and procedures in place to support effective program implementation, timely and accurate financial statements and oversee flawless audits. The Controller will work closely with program leaders and their staffs, not only to educate them regarding finance and accounting procedures but also to explore how the finance department can support program operations.

### Responsibilities:

- Oversees all accounts, ledgers, and reporting systems, ensuring compliance with appropriate GAAP standards and regulatory requirements
- Analyze financial data and present financial reports in an accurate and timely manner; clearly communicates monthly, quarterly and annual financial statements; monitor progress and changes
- Establish and maintain internal controls and safeguards for receipt of revenue, costs and expenditures
- Continually assesses policies and procedures to ensure up to date compliance with federal rules and regulations; ensure the use of the most up to date technology and resources to streamline operations and procedures
- Oversee all financial, project/program and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; ensure accurate financial reporting materials for government, corporate and foundation grants; ensure compliance with all rules and regulations regarding use of funds and reporting requirements
- Oversee accounting for fixed assets.

## **Team Leadership:**

- Leverage strengths of the current finance team members, help to clarify roles and responsibilities and develop and implement training programs in order to maximize and reach optimal individual and organizational goals
- Provide leadership in strengthening internal communications with staff at all levels throughout the organization; create and promote a positive and supportive work environment
- Interacts regularly with the management team through regularly schedules meetings, training workshops and day to day activities

## **Experience and Education:**

- Minimum of a BA/BS degree in accounting or related field
- 5 to 7 years of experience in a nonprofit setting
- CPA preferred

## **Knowledge, Skills and Abilities:**

- 5 to 7 years of solid experience coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger and payroll
- Keen analytical, organizational and problem solving skills which allows for strategic data interpretation versus simple reporting
- Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to senior management, board or other outside partners

## **Benefits:**

In addition to a culture that values opportunity for growth, development and internal promotion, we offer a competitive benefit package for Full-Time employees, including:

- Medical, Dental and Vision Benefits
- Flexible Spending Account (Healthcare & Dependent Care)
- Vacation, Sick, Personal Days
- Holiday Pay
- 403(b) Retirement Account
- Life Insurance and Long Term Disability Insurance
- Educational Reimbursement
- Employee Wellness Initiatives

**Deadline:**     Until Filled

**Contact:**     Human Resources     [humanresources@mahercenter.org](mailto:humanresources@mahercenter.org)