



Job Description for the Controller

The Controller is responsible for the overall financial oversight of the organization. The position analyzes complex financial data and synthesizes it for both technical and lay audiences. Important duties include: tracking expenditures, monitoring funder related reporting, instituting financial best practices, answering inquiries from external auditors, federal, state, and local agencies, preparing financial projections and budgets, reviewing/monitoring of individual grants and transactions for compliance with private, local, state and federal funder requirements, billing and collections, journal entries, and financial reporting including preparation of reports for staff, granting authorities and Board of Directors.

This position reports to the Chief Operating Officer while maintaining a close working relationship with the Chief Executive Officer.

Education/Experience:

- Degree in Accounting, Finance, Business Administration, or a related field
- At least 5-7 years of non-profit accounting experience including managing federal, state, city grants and foundation funding, processing complex financial transactions, ensuring compliance with legal or contractual requirements, recordkeeping, and preparation of monthly, quarterly and/ or annual reporting.
- At least 3-5 years of management experience at a non-profit.

Qualifications

1. Ability to prioritize and self-direct, analyze situations, identify situations where appropriate to make decisions
2. Develops positive working relationships to foster a collaborative environment for grant coordination and oversight
3. Working knowledge of federal and state regulations related to area of responsibility
4. Confident working in the details, while appreciating the bigger picture and making strategic decisions
5. Knowledge of principles and practices of governmental accounting
6. Extensive experience with QuickBooks desktop and online version
7. Skills in researching, analyzing, and evaluating complex financial data
8. Ability to communicate complex information clearly and concisely both orally and in writing
9. Ability to analyze and interpret data for accuracy. Detail oriented
10. Excellent interpersonal skills, ability to provide a high level of customer service and establish and maintain effective interdepartmental communications and relationships.
11. Proficiency in various computer applications including comprehensive databases, spreadsheets, and word processing software
12. Strong professional boundaries and demonstrated high standards of confidentiality and integrity
13. Ability to effectively communicate complex financial issues to employees, administrators, auditors, the public, and granting agencies
14. Excellent organizational skills with the ability to successfully manage multiple projects in a fast-paced dynamic environment
15. Ability to follow through on assignments and work independently

Responsibilities

1. Plans, organizes, and coordinates the financial reporting for the agency, including preparing annual and project budgets, forecasting revenue, estimating any carry-over of funds from one year to the next
2. Research issues and prepares invoices/ billings for funders
3. Completes monthly, quarterly, and year-end fiscal reports and the analysis necessary for grantors and agency staff
4. Creates agency, departmental and grant budgets
5. Maintains grant fiscal records and enters data in financial database
6. Coordinates with key personnel at all levels of the agency to support proper and timely expenditure of grant funds in compliance with applicable guidelines and budget deadlines
7. Assigns account codes and monitors charges for reasonableness and compliance with grantor and agency budget
8. Computes, prepares, and submits cost allocation plan and the annual indirect cost rate. Provides information on the rate with applicable state agencies as required and applies indirect costs
9. Attends professional development training to stay abreast of the Office of Management and Budget (OMB) Circulars and their applicability to grant management related audit, federal regulations, state laws and agency policies, and any workshops or seminars on grants

General Responsibilities:

Agency Compliance

1. Reports to work consistently and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time
2. Follows instructions; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate persons with an alternative plan
3. Understands agency policies and procedures and effectively adheres to them
4. Maintains appropriate levels of documentation and confidentiality regarding client files, reports, correspondence, personnel, and financial paperwork
5. Understands and adds to the outcomes and progress of departmental goals
6. Attends department, agency-wide staff meetings and other meetings as scheduled
7. Communicates proactively and professionally with peers and stakeholders through phone and email
8. Follows all regulatory requirements for reporting suspected abuse or neglect

Team Relationships

1. Balances team and individual responsibilities; exhibits objectivity and openness to others' views
2. Gives and welcomes feedback
3. Inspires and motivates others to perform well; gives appropriate recognition to others
4. Acts respectfully and supportively towards other team members' efforts
5. Accepts responsibility and willingness to be accountable for work product and professional growth
6. Identifies and resolves problems in a timely manner; works well with group problem solving situations; uses reason even when dealing with emotional topics
7. Displays willingness to make decisions; exhibits sound and accurate judgement; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions

Supervisory Responsibilities

1. Supervises and guides assigned staff, interns, and volunteers to include management, implementations, and evaluation
2. Manages the department team effectively to ensure completion of work, high level of cooperation, and integration with other departments
3. Interviews, hires, and trains employees or volunteers; plans, assigns, and directs work; appraises performance; rewards and disciplines employees or volunteers
4. Addresses and manages employee complaints and team/employee issues
5. Involves staff in planning, decision-making, facilitating, and process improvement
6. Develops supervisee skills and encourages growth
7. Works continuously to improve supervisory skills, including communication, conflict resolution, leadership, critical thinking, interpersonal skills, time and priority management, diversity and generational differences in the workplace, problem solving
8. Assess own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others

United Against Human Trafficking (UAHT), is an organization whose mission is to end human trafficking through educating the community, preventing exploitation, and empowering survivors. We fight so that all may live free.

UAHT is an equal opportunity employer and provides several benefits to qualified employees. Normal business hours are Monday through Friday from 9:00 AM– 5:00 PM, however this is a full-time position requiring flexible hours including occasional evenings and weekends.

To apply for this position, please submit a cover letter, resume, and salary requirements to Human Resources at hr@uaht.org. The application deadline will be open until filled. To learn more about the organization, visit www.uaht.org