



Join the team at United Way of Northwest Vermont as our next Controller! Recognized as a Best Place to Work, we pride ourselves on fostering a supportive and collaborative environment where you can make a meaningful impact. In this strategic leadership role, you'll oversee all finance and accounting functions, ensuring accurate financial reporting and compliance while providing valuable insights to program directors and budget managers. If you have 7-10 years of accounting experience, a commitment to our mission, and a passion for leading a high-performing team, we invite you to apply and help us drive positive change in our community!

At United Way, our mission is to build a stronger Northwest Vermont by mobilizing our community to improve people's lives. Our wide range of employee benefits reflects that commitment by investing in the overall wellbeing of our staff. We actively foster an inclusive and welcoming culture. Benefits include: health, dental, and vision insurance; generous paid vacation time; 403 (b) contributions; hybrid and flexible schedules; a robust wellness program, and more.

Learn more at www.unitedwaynwvt.org. Applications and inquiries can be directed to hiring@unitedwaynwvt.org. Please attach a copy of your resume and cover letter to your application. The deadline to apply is 11/24/2024.

POSITION TITLE: Controller

EMPLOYMENT TYPE: Full Time, Exempt

UNIT ORGANIZATION: Operations

REPORTS TO: Chief Executive Officer

SALARY RANGE: \$75,000 – \$90,000

PURPOSE OF POSITION

The Controller plays a critical strategic leadership role in the organization, overseeing all finance and accounting functions to ensure accurate and timely financial reporting. This position manages the general ledger, accounts payable and receivable, and various financial processes, including budget preparation and cash flow analysis. The Controller also ensures compliance with audit and regulatory requirements, leading the financial audits and the preparation of compliance reports. Additionally, this role supports program directors and budget managers by providing financial insights and assisting with the management of their respective budgets. As a team leader, the Controller supervises and mentors finance staff, fostering a collaborative and efficient work environment.

KEY AREAS OF RESPONSIBILITY

The primary responsibilities of this position include, but are not limited to:

Finance and Accounting Leadership

- Responsible for general ledger accounting and financial reporting, accounts payable, accounts receivable, vendor and allocation disbursements, fixed asset accounting, cash accounting, and the accounting for grants, and other miscellaneous receipts.
- Responsible for monthly and annual accounting cycles, monthly financial reports, and reconciliation of general ledger accounts and related processes.
- Assist program directors and other budget managers with monthly review of their respective general ledgers and needed reclasses.
- Create and assist in the distribution of department and program-level financial statements.
- Create, maintain, and update various worksheets and detail schedules.
- Prepare the annual budget, financial forecast, and long-range planning.
- Prepare cash flow analysis and management dashboards as needed.
- Prepare financial statements for Fiscal Sponsored Programs.

Compliance and Audit

- Manage and coordinate the independent financial audits for the organization.
- Manage and coordinate the preparation and submission of the annual IRS Form 990 and other financial or operational compliance reporting.
- Ensure that accounting and financial reporting is performed in accordance with current established professional standards.
- Work with budget Managers to review and submit grant reporting to funding partners as needed and ensure grant compliance.
- Review and update internal controls, processes, and procedures in support of reliable and useful financial reporting and business process improvement.

SUPERVISION

Provide team leadership for the finance and accounting staff through supervision and mentorship that fosters a positive and collaborative working environment.

CONFIDENTIALITY/DISCRETION

A very high level of confidentiality and discretion is needed as the role will have access to confidential personnel and financial information.

EXPERIENCE

- 7-10 years of experience in finance, accounting, or a related field is required. Relevant education will be considered in lieu of experience.
- Proficiency in Microsoft Office applications, including but not limited to Word, Excel, Outlook required.
- Use of accounting software is required.

COMPETENCIES

- Commitment to the mission and values of United Way of Northwest Vermont.
- Ability to work independently with minimum supervision and as part of a team.
- Organized, able to prioritize, strategically plan, and meet deadlines.
- Clear and effective communicator, a responsive listener, and an efficient collaborator in a way that builds excellent relationships.
- A high degree of attention to detail, trustworthiness, and comfort in dealing with numbers, spreadsheets, financial information, and vendors.
- Ability to translate and effectively communicate financial concepts to various audiences with varying levels of financial acumen.

APPLICATION INSTRUCTIONS

Applications and inquiries can be directed to [hiring@unitedwaynwvt.org](mailto: hiring@unitedwaynwvt.org). Please attach a copy of your resume and cover letter to your application. The deadline to apply is 11/24/2/2024.