

Financial Controller Part-Time

Position Overview:

The Controller will report to the CEO and will be responsible for oversight of various finance, accounting, and reporting activities. The Controller will be involved in supporting presentations to the board finance committee and will work closely with the senior leadership team and Board Treasurer. The Controller will lead all day-to-day finance operations and supervise a team of three staff members with functional responsibility over accounting, accounts payable, accounts receivable, employee payroll, non-employee compensation and withholding, and sales tax administration and filings. The Controller will ensure that UFH has the systems and procedures in place to support effective program implementation, compliance with U.S. GAAP non-profit accounting and federal, state, and local compliance and regulatory needs as Unite for HER expands nationally to all 50 states.

Responsibilities:

Weekly:

- Available for questions from and guidance to Accounting Staff, UFH Leadership Team and Board Treasurer.
- Prepare ad hoc analyses and information for grant submissions, as requested.

Monthly:

- Process monthly payroll including but not limited to 1) obtain hours and salary for part time employees, 2) maintain Payroll work sheet with all employees and monthly salaries, 3) submit payroll to the Payroll Factory each month, 4) update employee information in Payroll Factory data base if needed, 5) provide data for monthly journal entry and IRA deposit to accounting team, and 6) set up new employees in Payroll Factory and obtain necessary documentation from new employees – I9, W4, Direct Deposit, IRA and Medical choices
- Review and sign off on monthly accounting close (including bank and credit card recs, trial balance activity, Statement of Activities and Statement of Financial Position, etc.)
- Prepare Monthly Board Report
- Oversee all financial, project/program, sponsorship, and grants accounting and accounting policies for internal and external financial reporting.

Quarterly:

- Review P&L by class to make sure allocations are still reasonable.
- Review Accounts Receivable aging and bad debts per the Policy.

Annually:

- Ensure annual review of and compliance with all UFH accounting policies for year-end close and update policies as required.
- Oversee all accounts, ledgers, and accounting reporting systems ensuring compliance with appropriate U.S. GAAP standards and regulatory requirements.
- Maintain internal controls and safeguards for receipt of revenue, costs, and program budgets.
- Coordinate all annual financial audit activity and any other federal, state or local audit activity.
- Lead the annual budgeting process including preparation of the Passport Accruals and reconciliation of the accrual with the Wellness Passport Expenses.
- Assist CEO, VP Operations and Board Treasurer in the annual strategic three-year financial forecast and planning and cash flow forecast.
- Prepare allocation schedule for P&L by class for allocated categories of the P&L such as salaries, rent, utilities, legal, etc.

Other Activities:

- Attend periodic finance committee meetings and Board of Director Meetings
- Prepare ad hoc analyses, guidance, and policies to ensure the organization is compliant in all aspects of U.S. GAAP Accounting for non-profits, Payroll Tax, Employee Benefits, Sales Tax and Independent Contractor accounting, reporting and compliance as expansion to multiple states continues via the National Program.
- Special projects as requested.

Qualifications:

- Personal qualities of integrity, credibility, and unwavering commitment to UFH Nonprofit's mission.
- Minimum of a BA or BS in Accounting or Finance and a Certified Public Accountant.
- Ten plus years in accounting/finance overall with complex non-profit experience.
- A proactive, hands-on strategic thinker who will own, in partnership with the CEO and Board Treasurer, the responsibility for accounting and regulatory compliance as UFH expands nationally.
- Solid experience coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll, Form 1099 reporting, Form 990 Reporting and Sales Tax compliance.

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- Experience in grant accounting and management as it relates to compliance and reporting of government, corporate and foundation grants.
- Experienced in Excel and knowledge of QuickBooks or other accounting software.
- Ability to translate complex financial concepts to individuals at all levels including finance and non-finance managers

To Apply

To apply, please send your resume and cover letter to cbrosnan@uniteforher.org