



Girls Incorporated® of Greater Indianapolis Job Position Description

POSITION INFORMATION

Position Title: CONTROLLER

Supervisor:
President and CEO

Full or Part-time:
Full-time

Supervises:
N/A

Purpose of Position:
To ensure the financial integrity of the organization.

Permanent or Temporary:
Full Time / Permanent

PRIMARY RESPONSIBILITIES

- Maintain chart of accounts and all financial records and reports and prepare all journal entries.
- Manage accounts payable and payroll systems.
- Perform analysis and report on the financial condition of the agency.
- Develop managerial accounting reports in partnership with other department managers including development of grant budgets for funding proposals and grant budget follow-up reports.
- Lead agency budgeting process. Work with other members of the management team to develop and manage the annual budget.
- Monitor and recommend changes to internal financial controls.
- Attend all Board meetings and lead discussions of agency financials with the Board of Directors in conjunction with the Board Treasurer. Participate as a core member of the Board Finance Committee.
- Manage the annual audit process and all tax related filings.
- Maintain employee records and manage benefits enrollment for new employees.
- Ensure that the agency adheres to accounting pronouncements established for all 501 (c) (3) organizations.
- Supervise property and casualty insurance relationships.
- Coordinate activities with the agency's financial institutions (checking, savings, and investment account).
- Collaborate and work with other departments to understand their needs and involve them in financial functions.
- Participate in and support the development and implementation of strategic goals and objectives.
- Perform other duties as directed by the President & CEO.

Date Revised: 03-12-2018

Revised by: L. Hicks



Core Skills:

- Bachelor's degree in accounting; CPA preferred
- Minimum 5 years related work experience
- Previous experience with fund accounting, non-profit organizations, accounts payable, payroll, and general ledger
- Knowledge and understanding of internal controls and dedication to maintaining confidentiality
- Knowledge of and experience with spreadsheet applications and accounting software, Office software applications, and accounting software— preferably QuickBooks
- Ability to communicate clearly the financial condition of the organization both orally and in report form
- Ability and experience in working with financial committees of non-profit boards

Core Competencies:

- Demonstrated commitment to the mission of Girls Inc. and its constituents
- Represent Girls Inc. in an appropriate manner in all settings
- Ability to work individually and as part of a team
- Ability to multitask and adapt in a dynamic environment
- Knowledge of Microsoft product software