Peninsula Humane Society & SPCA
Controller

Job Title: Controller
Division: Accounting
Reports To: Executive Staff (President and two Senior Vice Presidents)
FLSA Status: Exempt
Salary: $120,000 - $150,000/year (DOE)
Excellent Benefits Package Available

Summary: Manage the accounting operations of the organization including budgeting, auditing, payroll, accounts payable and receivable, general ledger and financial reporting in accordance with internal policies and procedures. Oversee development and implementation of accounting systems. May interpret accounting reports to management and Board of Directors. Is a hands-on manager willing and able to routinely work alongside staff, reflecting the culture of the organization while utilizing direct reports/consultants to assure the sound financial management of the organization. The position requires someone who is both a strong leader and an effective team member. ***Position must be performed on-site.***

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

- Maintain accurate accounting records and prepare timely financial reports for management and Board of Directors; offer analysis of variances and provide insights for management decisions.

- Establish, maintain, and monitor accounting policies and procedures.

- Coordinate the budgeting and projection process for all departments. Specifically responsible for preparing and monitoring the accounting department budget.

- Review financial performance, monitor budget variances and capital expenditures while also managing cash flow, perform projections and ensure adequate cash reserves.

- Serve as a staff liaison to the Board of Director's Finance and Audit Committees and if needed attend Board meetings when asked.

- Work with Board of Director's Finance Committee to establish investment policies, monitor performance of investment portfolio manager and ensure consistency in accounting and reporting practices.

- Lead internal and external audits, liaise with auditors, and ensure accurate documentation of financial processes. Prepare reports and schedules for annual audit and tax returns.

- Work with Development Department to ensure appropriate application and management of donor restricted funds and reconciliation of development and accounting databases.

- Conduct appropriate analyses to identify trends, assess costs, allocate shared expenses, identify potential cost savings or revenue generation areas, and assess the financial impact of new programs.

- Set annual objectives for the department consistent with the organization's operating goals and ensure that these objectives are met.

- Ensure that the Accounting Department meets organizational and external deadlines.

- Meet with the senior management team as appropriate and directed.

- Ensure remittance/invoicing and reporting requirements are met on time for various funders according to an established schedule.

- Prepare miscellaneous governmental reports and filings, including Business Property Statement and quarterly sales tax returns.

- Establish and maintain solid banking relationships and maintain reconciliation for all bank accounts in a timely manner.

- Review and approve invoices for weekly accounts payable/check run.

- Maintain file copies of all Minutes of and other documents related to the Board of Directors meetings along with all organization contract agreements.

- Other duties as assigned.

Supervisory Responsibilities: Directly manages employees in Accounting Department. Responsible for the overall direction, coordination, and evaluation of the department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and counseling employees; addressing complaints and resolving problems.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Upon hire, must pass a background check.

Education and/or Experience: Bachelor's degree (B.A.) from four-year college or university; and minimum of five years related experience and/or training; or equivalent combination of education and experience. CPA desirable.

Language Skills: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information, verbally and in writing, to co-workers and staff, top management, public groups, and Board of Directors.

Mathematical Skills: Ability to work with general accepted accounting principles (GAAP) such as cost projections, revenue and expenses and statistical analysis. Compiles and monitors annual operating budget for the organization by partnering with each division. Applies concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to communicate clearly with all audiences.

Computer Skills: To perform this job successfully, an individual should have a working knowledge (or become proficient within the introductory period) of Blackbaud Financial Edge accounting software; Microsoft Office Suite (Outlook Excel, Word) and ADP Payroll systems. The individual must also be able to develop working knowledge of other software which may be needed.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands and fingers to handle or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

EOE/M/F/D/V/SO