



Job Description

Controller

December 2023

The mission of Healthy Start is to improve maternal and child health and to reduce poor birth outcomes and infant mortality.

Position Overview: The Controller serves as a key business partner and supports the mission and operations of Healthy Start, Inc. by ensuring all financial activity is performed and reported in a timely, accurate manner. The successful candidate will be responsible for maintaining efficient processes as they relate to all aspects of the financial systems. This role will oversee a team of up to three employees, work collaboratively with the part-time Finance Manager, and lead activities among the administrative and leadership teams to promote better understanding of each program's fiscal status.

Duties and Responsibilities:

- **Record Maintenance**
 - Ensure that all accounting transactions are maintained accurately and entered in a timely manner.
 - Ensure that all software programs are interfacing accurately with QuickBooks and in the most effective way, eliminating duplicate or time-consuming efforts, streamlining existing processes as needed.
 - Maintain that the QuickBooks' class (program) and Customer (grants/contracts) structure is current and leadership is aware of all on-going updates.
- **Reporting**
 - Monthly, provide activity reports to leadership, outlining month and year-to-date activity compared to budgets.
 - Monthly, provide activity reports to leadership, outlining grant/contract usage, with remaining balances to be spent prior to end of grant period.
 - Develop and maintain a monthly journal entry allocating all shared expenses within the administration class to be allocated and expensed to throughout all programs, utilizing a standard methodology.
 - Bi-monthly, prepare an organizational financial package to be shared with the Board of Directors.
- **Grant / Contract Management**
 - Ensure all grants are spent in accordance with their budgets and within the grant / contract timeline.
 - Assist in all necessary grant reporting as it relates to expenses.
 - Maintain accurate and complete records within QuickBooks as to grant / contract activity.
- **Financial Training**
 - Review with all leadership their individualized financial reports, educating on how best to read and understand the information given.
 - Quarterly, meet with all leadership – or as needed – to review their current status compared to overall budget and grant/contract spending.
 - Develop a description of types of activity found in all revenue and expense accounts, reviewing and sharing this description with leadership.

- **Special Assignments**
 - Support business development efforts of the CEO and other leadership team members, including financial strategy development, financial forecasting and program finance analysis.
 - Provide grant budgeting assistance as needed.
 - Assist with the organization's fiscal year budget process.
 - Additional needs relating to financial issues as they occur.

Education and Experience Requirements: Bachelor's degree required in Finance, accounting or related field with at least 5 years' experience QuickBooks Online experience, excel proficiency and extensive non-profit grant management experience required.

Qualifications, Skills and Knowledge Requirements:

- Thorough knowledge of finance and accounting principals, financial statements and federal cost principles
- Strong oral, written and technical communication skills
- Attention to detail and accuracy
- Ability to work independently or as part of a team, and to manage multiple tasks and projects in fast-paced environment
- Ability to analyze and resolve issues and problems
- Ability to maintain confidential information and navigate conflict
- Ability to communicate effectively with stakeholders at all levels
- Strong supervisory and leadership skills
- Strong organizational and time management abilities; ability to meet deadlines
- Proven ability to manage multiple projects and prioritize tasks

Other:

- COVID Vaccination
- Act 33/34 and FBI clearances are required.
- Must possess a valid unrestricted Pennsylvania Driver's License
- Must possess current and valid unrestricted automobile insurance and be listed as an insured driver.

Supervisory Relationship: This position works under the direction of the Chief Executive Officer.

Physical Demands: The work performed is 90%+ office/desk work requiring sitting, typing and answering phones, with occasional light lifting, carrying, stooping, standing, bending, walking and filing. Intense mental, visual, and aural attention is required as the work involves responding to requests, planning, or performing work that is at times, can be fast paced. This is a hybrid position and should plan to be on the office no less than 2 days (or 16 hours) per week.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Compensation: \$68,000 - \$72,000 commensurate with experience. Includes full benefits package. FLSA Status: Exempt

To apply, email resume and cover letter to hr@hsipgh.org