



# Job Description Controller

July 2024

***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. (HS) by ensuring all daily and routine financial accounting 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 organization's financial systems. This role will oversee a team of up to three employees; work collaboratively with the CEO, directors and other HS team members; and works under the direction of the CFO.

## **Duties and Responsibilities:**

- **Record Maintenance**
  - Oversee month and year-end close processes, including maintenance of the general ledger and reconciliation of accounts.
  - Ensure that all accounting transactions and activity are complete, accurate, entered in a timely manner, and in accordance with US GAAP.
  - Ensure that all software programs interface 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**
  - Ensure periodic financial reporting is complete, accurate and timely.
  - Monthly, provide financial reports to leadership, outlining month and year-to-date actual results compared to budgets.
  - Monthly, provide financial 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 programs, utilizing a standard methodology.
  - In collaboration with the CFO, prepare an organizational financial package to be shared with the Board of Directors.
- **Grant / Contract Management**
  - Work collaboratively with leadership to provide financial information to 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 financial information.
  - 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 actual results 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.

- **Other Responsibilities**

- Provide grant budgeting assistance as needed.
- In collaboration with leadership, prepare the organization's fiscal year budget and financial forecasts.
- Monitor and analyze financial results.
- Monitor the organization's cash position.
- Coordinate annual and other audits and preparation of Form 990.
- Ensure all other federal, state, and local filings and related compliance are complete.
- In collaboration with the CFO, ensure appropriate accounting and financial policies, procedures and internal controls are in place, adhered to, and evaluated for effectiveness and efficiency.
- Additional needs relating to financial issues as they occur.

**Education and Experience Requirements:**

- Bachelor's degree in finance or related field required, Master's degree preferred.
- 5 years' experience in non-profit accounting or related field.
- Extensive non-profit grant management experience required.
- CPA preferred.

**Qualifications, Skills and Knowledge Requirements:**

- Thorough knowledge of finance and accounting principals, financial statements and federal cost principles
- QuickBooks Online experience
- Microsoft Office 365 Suite including a high level of Excel proficiency
- 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 Financial 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 in 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:** \$70,000 - \$80,000 commensurate with experience. Includes full benefits package.

**FLSA Status: Exempt**