



**Controller**  
**Full-Time Position**  
**Exempt**

<b>Organization:</b>	<b>Maggie's Place</b>
<b>Job Title:</b>	<b>Controller</b>
<b>Department:</b>	<b>Finance</b>
<b>Reports To:</b>	<b>CEO</b>
<b>Location:</b>	<b>Family Success Center, 4001 N. 30th St., Phoenix, AZ 85016</b>

**Position Description**

**Job Purpose:**

Working in conjunction with the Finance Committee of the Board of Directors and the organization's CEO, the Controller is responsible for the accounting records of the Agency. Key responsibilities include overseeing cash flow planning, preparing and reviewing budgets, tracking operational metrics, finance department compliance with grant requirements, and identifying and implementing new technologies to support new program development. As a member of the Sr. Leadership team, the Controller participates in strategic planning and evaluates the financial impact of new program and grant opportunities. The Controller is also responsible for the identification and implementation of technology solutions which improve financial reporting, grant compliance, or finance operations.

**Responsibilities:**

- Direct general accounting operations, ensuring the accuracy of financial data recorded in the agency's general ledger.
- Manage data within NetSuite and develop reporting to disseminate information to agency management and Board of Directors.
- Review all balance sheet reconciliations in compliance with accounting policy.
- Prepare, review, and analyze department budget vs actual reports.
- Prepare quarterly financial statements and analysis for Finance Committee meetings.
- Prepare annual 990 tax package.
- Issue timely, complete and accurate quarterly and annual financial statements.
- Coordinate and lead the annual audit process.
- Maintain the grant allocation cost accounting spreadsheet.
- Prepare and maintain the net asset roll-forward schedule: including the review and amending of Fixed Asset Schedules including supporting schedules such as depreciation, asset destruction.
- Oversee employee Credit Card program, and ensure staff follow all requirements to retain usage of the credit card for approved purchases.
- Prepare the agency's annual budget.
- Prepare grant budgets and reports.
- Ensure timely and accurate billing on all federal grants.
- Supervise the Grant Accountant.
- Provide professional development and training to Grant Accountant and Accounting Associate.
- Perform periodic and annual performance evaluations.

- Lead annual insurance renewal process.
- Maintain filings and other regulatory agency reports and accounts related to tax exemption, legal entity reporting, and federal grant compliance accounts.
- Participate in weekly Senior Leadership meetings.
- Participate in annual benefits renewal process led by HR Manager.
- Maintain compliance with local, state, and federal government reporting requirements and tax filings.
- Manage cash flow and line of credit including regular cash flow projections.
- Manage special finance projects.
- Assist in the development and maintenance of agency's Accounting Policies and Procedures manual including compliance with federal grants.

**Other:**

- Build cooperative relationship with all staff and volunteers
- Support the Maggie's Place mission and core values

**Qualifications**

- Accounting or Finance degree required.
- 5+ years' experience in a senior level accounting position required with a minimum of two years of supervisory experience.
- Experience with non-profit accounting.
- Experience with multiple financial software systems to ensure easy adaptability to NetSuite (current GL system).
- Excellent written and verbal skills.
- Excellent technology skills including Excel.
- Passion for Maggie's Place Mission.
- Emulate a positive attitude and presence as a representative of Maggie's Place.
- Accountable for successes and improvements opportunities.
- Impactful in an organization of service excellence.
- Ability to apply supervision feedback toward enhanced performance.

**Additional Requirements:**

- Must possess or have regular access to a reliable vehicle on a regular basis.
- Must possess a valid Arizona driver license and active auto insurance.
- Must be able to comply and meet the national and state criminal background check, national sex offender registry, level one fingerprint clearance card, and a Motor Vehicle Records check as required by Maggie's Place.
- Ability to lift 30 lbs is required.

**Working Environment:**

- **On-Site** at the Family Success Center

**Employee Printed Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_