

A very active non-profit community action agency in Eastern Action (Eastern West Virginia Community Action) is seeking a new team member to serve on the management team of the agency as a full-time Controller. The Controller will be very instrumental in supporting the Chief Executive Officer and be responsible for most financial support, tracking, monitoring, and reporting activities within the agency.

**Position Summary:**

To oversee all financial operations of the agency. To provide appropriate support to all agency departments in achieving the agency mission, strategic plan goals, departmental/programmatic plan objectives, and meeting funder requirements.

**Primary and Essential Job Responsibilities:**

- Direct, supervise, and manage all aspects of the agency Accounting Department.
- Assure that all monthly reports to funders are completed accurately and timely.
- Work with program managers to develop budgets for all grants and funding sources.
- File all pertinent state and federal forms/reports.
- Prepare monthly financial statements for internal and external users.
- Work closely with Chief Executive Officer and program managers to provide necessary assistance in budget preparation/revision, and financial information as needed.
- As requested, supplies Chief Executive Officer and auditors with all necessary financial information needed for grants, contracts, and program monitoring visits.
- Supplies all financial information needed for filing complete annual federal tax return.
- Works with Chief Executive Officer, and other department directors as appropriate, to maintain, review, and modify as needed the agency Financial Procedures including procurement and purchase order procedures, and all relevant internal controls.
- Works closely with the Chief Executive Officer, Department Directors and key staff in developing and keeping relevant department programmatic activities, goals and objectives related to program budgets and related financial matters in harmony with overall Agency mission, expectation, and philosophy.
- Ensures that expenditures are allowable, allocable, and reasonable for review and monitoring of committed funds governed by OMB Uniform Grant Guidance (Super Circular).
- Works closely with Chief Executive Officer and other Department Directors to promote and continue overall agency cohesiveness and philosophy, and coordination of programming and flow of information.
- Performs other related duties as required and/or assigned.

**Position Objectives:**

- To ensure the compliance with all state and federal programmatic requirements.
- To manage all aspects of the Financial Department. To mentor, train, and support staff.
- To represent Eastern Action in a professional, supportive, and knowledgeable manner.

**Measured by:**

- Annual agency audits and any other program monitoring results and outcomes.
- Feedback from agency leadership, staff, and community partners.
- Completion of balanced budgets.
- Flexibility to adjust to situations and react as necessary for the betterment of the agency.
- Annual goals set with supervisor

EWVCAA – draft Controller job ad – 12-2020

**Minimum Education:**

- Bachelor's degree or equivalent in Accounting/Business Administration or related field.
- A CPA and/or MBA is preferred.

**Minimum Experience:**

- 5 years of experience in Accounting and Administration.
- Experience with Abila Fund Accounting Preferred
- Experience with computer software systems required.

**Essential Abilities:**

- A commitment to the Eastern Action philosophy and mission.
- Ability to maintain confidentiality. Ability to interact positively with co-workers and clients in a non-judgmental, tactful, and courteous manner.
- Ability to suggest innovative approaches in completing job responsibilities.
- Ability to work openly and cooperatively as a team member.
- Ability to perform physical tasks to carry out specific job duties.

**Minimum Skills Required:**

- Financial Management Communication proficiency
- Strategic thinking
- Decision making
- Ethical conduct
- Personal Effectiveness/Credibility

**Minimum Physical Expectations:**

- Physical activity that always requires keyboarding, sitting, phone work and filing.
- Physical activity that always requires extensive time working on a computer.
- Physical activity that sometimes requires travel car and/or air.
- Physical activity that sometimes requires lifting under 25 lbs.
- Physical activity that often requires bending, stooping, reaching, climbing, kneeling, and/or twisting to access files and records.
- Physical activity that sometimes requires lifting over 25 lbs. but not more than 50 lbs.

**Minimum Environmental Expectations:**

The Controller operates in an office setting. This position routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

**Compensation and Benefits:**

This full-time position will be eligible for all organization provided benefits as applicable. Compensation will be commensurate per experience level for a non-profit of its size and responsibilities.

Interested candidates should apply by no later than December 23, 2020. Please submit a resume, cover letter, and the contact information of two professional references.

**Equal Opportunity Employer**