



United Way
of Greater Greensboro

POSITION DESCRIPTION

JOB TITLE: Controller
DEPARTMENT: Finance and Administration
LOCATION: United Way of Greater Greensboro
REPORTS TO (Title): VP, Finance and CFO
FLSA STATUS: Exempt
SALARY RANGE: 48,400 to 72,600
UPDATE DATE: December 2021

Position Summary

The Controller will provide oversight and hands on management of all general ledger functions and perform critical financial analysis of revenue and expenses. This role will spearhead process improvement to create a more efficient and effective accounting and financial analysis function for United Way.

Scope of Responsibilities:

General Ledger and General Accounting:

- Financial Statement creation based on consolidation of monthly and annual performance
- Manage the month-end and year-end procedures.
- Cash flow management and analysis including bank reconciliations
- Administrative oversight of GL accounts, rollup, expense classification. etc.
- Prepare and coordinate annual budget and coordinate forecast with CFO
- Coordinate all audit activities.
- Prepare monthly, annual and adhoc and grant financial reporting materials.

Financial Analysis & Management:

- Forecast, budget and analysis of monthly operations to identify opportunities and risks
- Collaborate with AP and AR function to ensure full review of organizations financial position
- Policy and regulatory adherence – Patriot Act, IRS, United Way Worldwide, escheat law
- Collaborate and oversee designation revenue payouts - process when donors make contributions to specific non-profit organizations outside of United Way.
- Support HR functions and activities as needed which may include employee onboarding, payroll, benefits, and other pre- and post-employment paperwork

Process Improvement:

- Process reviews to streamline existing procedures

- Recommend automated accounting tools
- Benchmark other non-profits to identify best practices
- Spearhead a culture of service, efficiency and effectiveness

Team Management:

- Engage other team members of Finance team to facilitate internal-department collaboration that ensures work is properly reviewed and accurate

SUPERVISORY RESPONSIBILITY: NA

KEY COMPETENCIES:

- Collaborative with a track record of getting along with others
- Process, detail and results-oriented
- Ability to link financial performance and mission achievement
- Accounting and financial analysis
- Proficient knowledge of non-profit accounting standards
- Positive contributor and influencer to the workplace culture
- Transparent and supportive leadership

EDUCATION AND EXPERIENCE REQUIREMENTS:

Bachelor's Degree in finance or accounting

CPA preferred

Experience in broad aspects of accounting, data management, and administration

Minimum five years related work experience

PC Skills – Proficient in Microsoft Excel and Word