

**Program: Finance**  
**Title: Controller**  
**Reports to: Chief Financial Officer**

**Status: Exempt**  
**Class: Professional**

**General Summary:**

Under the direction of the Chief Financial Officer, the Controller will assist in overseeing our fiscal operations and ensure efficiency within our organization. They will be responsible for the day-to-day operations of financial management, compliance, and leadership within the finance department.

**Duties and Responsibilities:**

- The Controller provides direct supervision and guidance to assigned Finance Staff (2). The Controller oversees the workload of the finance staff with follow up and scheduling of assignments including special assignments. During the CFO's absence assume those duties of the CFO needed to operate the Department.
- Responsible for managing the day-to-day activities of the Department in the areas of cash receipts, accounts payable, and accounts receivable. Assist the CFO in establishing and modifying the implementation of accounting systems including internal controls. Assist the CFO with financial reporting, analysis, budgeting and audits.
- Oversees the correct handling of the general ledger for the agency by analyzing the general ledger routinely and ensuring that the finance staff prepare and post all adjusting journal entries necessary.
- Maintains files and reports as needed to back up financial transactions.
- Analyzes data and prepares reports on a scheduled basis and provides reporting type information for special requests as needed including:
  - bank reconciliation reports and account analyses to ensure they are being performed timely and routinely,
  - reports of open accounts receivable, cash flow, accounts payable, and accrued expenses regularly,
  - budget versus actual reports as required.
- Monitoring the accounts payable processing to ensure that the detail is timely and properly approved and entered correctly into the computerized accounting records including the posting to the correct expense / asset accounts.
- Reviews and approves monthly and/or quarterly county, state, federal and other foundation and fee for service billings, coordinating with program staff and reviews and approves accounts receivable entries and informs both accountants where to apply check or ACH collections.
- Supervises and directs all new program implementation into the accounting software and assists in implementation of newly awarded grants in coordination with programs and other admin groups (CFO, HR, IT, COO and/or CAO) particularly with regards to budgets and expenses.
- Prepares the annual DMHAS budget together with CFO and prepares and submits modifications as necessary. Also prepares the overall agency budget together with the CFO.
- Manages and directs all budget additions and program expansions into the DMHAS budget, other program/revenue streams, and the overall agency budget.
- Assists with and reviews the Report of Expenditures with the CFO prior to submission.

- Prepares financial forecast in coordination with CFO and program directors.
- Assists CFO in development and implementation of financial and budget policies and procedures as well as short and long-range departmental goals and objectives.
- Supports the CFO with reporting requirements to the Board of Trustees.
- Assists in the year closing of all accountings and preparation for the annual financial audit including preparing or reviewing supporting schedules and audit reports for year-end audit prior to being submitted to CFO, acting as liaison between the auditor and fiscal staff, managers and other program staff for audit requirements and coordinating and assisting with the preparation of all corporate information returns to ensure tax returns are prepared and submitted on a timely basis.
- Responds to program inquiries regarding grants budgets.
- Responsible for miscellaneous projects as required by the CFO.
- Perform other duties as needed.

**Requirements:**

- Excellent interpersonal, verbal, written communication and organizational skills with strong attention to detail.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the accounting system Abila MIP.
- Ability to work on multiple projects and manage time efficiently.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to prioritize tasks and to delegate them when appropriate.
- Strong analytical and problem-solving skills.
- Ability to act with integrity, professionalism, and confidentiality.

**Education/Certifications:**

- Bachelor's degree in accounting is required, Master's Degree (MBA or MA) a plus.

**Experience:**

- Minimum of 5 years of experience in For-Profit and/or Not-for-Profit field or related activities.
- Knowledge of not-for-profit accounting is a plus.
- 3+ years of supervisory experience is required.
- Mastery of basic accounting principles is required.

MHANJ is an Equal Opportunity Employer. We embrace and encourage differences in age, color, disability, ethnicity, gender identity or expression, national origin, physical and mental ability, race, religion, sexual orientation, veteran status, and other characteristics that make our employees unique. We encourage and welcome diverse candidates to apply for any position you are qualified for to bring your unique perspective to our agency.

**Salary Range:**

- \$75,000 - \$85,000.