

**JOB TITLE:** Controller

**EMPLOYER:** North Shore Senior Center

**DEPARTMENT:** Finance

**REPORTS TO:** Director of Finance

**FLSA STATUS:** Exempt

**LOCATION:** Arthur C. Nielson, Jr. Campus in Northfield, IL

**PT/FT:** Part-time (21-25 hours/week)

**SUMMARY:**

Assists the Director of Finance with the accounting and finance functions related to the North Shore Senior Center. Develops and maintains adequate system of accounting records and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of reported financial results, and ensure that reported results comply with generally accepted accounting principles.

**DUTIES AND RESPONSIBILITIES:**

- Prepares periodic financial statements and related analysis, including recurring and special request management reports.
- Assists with the monthly financial closing process; including journal entries and account analysis.
- Maintains, implements, and enforces all fiscal and accounting policies and procedures. Ensures the proper completion of financial transactions, compliance with the requirements of all regulations and guidelines, including GAAP and government standards, and application on a consistent basis. Trains department personnel in the use of accounting policies and procedures.
- Reviews all processes involved in the completion of transactions on a periodic basis to determine if they can be completed with better controls, lower costs, or greater speed.
- Protects assets by establishing, monitoring, and enforcing internal controls. Maintains internal controls to give management assurance that transactions are processed properly.
- Ensures accounting transaction processing complies with the following: timely completion at the interval and in the manner specified in the fiscal and accounting policies and procedures manual; proper completion of transactions authorized by the board of directors or in accordance with the terms of all authorized contracts; and proper approval of those transactions requiring them, in accordance with policy.
- Reviews and processes fundraising deposit batches and reconciles Raisers Edge gift records to the General Ledger.
- Records fixed assets in the financial records and ensures their proper recording under the correct asset categories and depreciation methods. Periodic review to determine if any assets should be considered for write-down/impairment or removal for full depreciation. Annual audit of fixed assets to ensure that all recorded assets are present.
- Oversees the daily operations of the finance department and maintains a structure adequate for achieving the department's goals and objectives. Measures the performance of staff to ensure that performance matches or exceeds standards and errors are caught and corrected.

- Trains, coaches, and supervises Bookkeeper and Staff Accountants on software and procedure changes.
- Supervises billing team to ensure all information is processed timely, accurately, and in accordance with department policy and procedures, and financial controls.
- Prepares reports for the external auditors and renders any additional assistance needed by them to complete the annual audit. Assists with the preparation of fiscal year-end audit schedules.
- Protects operations by keeping financial information and plans confidential.
- Ensures proper indexing, storage, and retrieval of all accounting documents. Plans and schedules document destruction in accordance with the document retention and destruction policy.
- Works with IT manager to keep Blackbaud accounting software updated.
- Attends scheduled staff meetings.
- Performs other related duties as assigned by management.

#### **SUPERVISORY RESPONSIBILITIES:**

- Directly supervises up to three employees within the Finance department.
- Indirectly supervises up to two employees within the Finance department.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

#### **QUALIFICATIONS:**

- Bachelor's Degree from four-year college or university in accounting.
- Five to seven years progressively responsible experience in accounting, finance, budgeting, and cost control principles, including Generally Accepted Accounting Principle (GAAP).
- Experience managing professional and clerical staff.
- Experience in non-profit accounting.
- Certificates, licenses, and registrations preferred: Certified Public Accountant.
- Computer skills required: advanced computer skills; extensive experience with Microsoft Office products, developing advanced spreadsheets with Excel; experience with automated financial and accounting reporting systems; experience using Blackbaud, preferred.
- Proven ability to analyze financial data and prepare financial reports, statements and projections.
- Ability to write and document accounting and finance policies and procedures clearly and concisely.
- Strong interpersonal, written and verbal communication skills as well as an ability to explain complex financial reports and analysis to professionals and board members without an understanding of accounting and finance principals.
- Ability to motivate teams to produce quality materials within tight timeframes.
- Manage numerous projects and priorities.
- Participate in and facilitate group meetings with professionals from other departments.
- Willing to work a flexible schedule and occasionally work weekends or evenings.

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**To be considered for this position, please send your resume and salary requirements to [hr@nssc.org](mailto:hr@nssc.org).**

*EOE: North Shore Senior Center is an equal opportunity employer; applicants are considered for all positions without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), marital status, parental status, national origin, age, disability, veteran status, genetic information, or any other status protected by applicable federal, state or local law.*