

**JOB TITLE:** Assistant Controller

**EMPLOYER:** North Shore Senior Center

**FLSA STATUS:** Exempt

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

**FT/PT:** Full-time (35 hours/week)

Are you passionate about supporting the well-being of older adults? Do you want to make a meaningful difference in the lives of the 24,000 individuals we serve each year? If so, North Shore Senior Center could be the perfect place for you! We are currently looking for a dedicated Assistant Controller to join our team.

As a “Best & Brightest” company to work for, NSSC is a nationally accredited 501(c)(3) nonprofit, committed to enhancing the lives of older adults across a broad spectrum of needs—from those living independently to those needing comprehensive care. Our wide range of services includes specialized dementia care, social services, educational and wellness programs, and volunteer opportunities, all designed to enrich the lives of older adults across the 26 communities we serve.

**SUMMARY:** Assists the Controller 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.
- Assists the Controller in overseeing the daily operations of the finance department and maintaining a structure adequate for achieving the department’s goals and objectives.

- 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.
- Attends scheduled staff meetings.
- Performs other related duties as assigned by management.

**QUALIFICATIONS:**

- Bachelor's Degree from four-year college or university in accounting
- Three to five years progressively responsible experience in accounting, finance, budgeting, and cost control principles, including Generally Accepted Accounting Principle (GAAP)
- Experience in non-profit accounting
- 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

**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 (including traits associated with race including, but not limited to, hair texture and protective hairstyles such as braids, locks and twists), 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.*