
Educational Programs Inspiring Communities, Inc.

Position Description Controller

Job Purpose:

Under supervision of the Executive Director, the Controller is a full-time exempt position at Educational Programs Inspiring Communities, Inc. (dba The H.E.A.R.T. Program) that contributes to the overall leadership of the organization as a member of the management team while participating in the development and implementation of policies, long-range planning, and daily operational goals and objectives. The position is responsible for coordinating the company's financial operations and several of its administrative operations.

Duties and Responsibilities:

Finance

1. Process and maintain payroll to include maintenance of records, verification of timesheets and time logs, issuing checks, and filing of federal and state payroll taxes and reports.
2. Perform accounts payable duties such as grant billing, verifying all invoices for payment, ensuring that expenditures are charged to appropriate accounts, and issuing checks.
3. Record all transactions on QuickBooks; reconcile general ledger accounts and monthly bank statements.
4. Responsible for preparing monthly financial statements; generating and implementing annual budget and reporting budget-to-actual variances; preparing quarterly and annual reporting as necessary.
5. Develop and implement controls, systems and procedures for effective operations and timely monitoring and reporting to the Executive Director, Board of Directors, government and/or other funders.
6. Monitor cash and participate in money counting process such as batching/preparation of deposit log, counting money (with trainees as applicable), and verification of deposits; monitor accounts receivable collections and contributions from individuals and institutions; reconcile customer accounts, book revenues and fees.
7. Manage relationship with external auditors; ensure adequate controls and substantiating documentation such that all financial transactions may pass independent and/or governmental audits.
8. Develop and implement systems for reporting, measurement and supporting revenue generation ranging from inventory control to donor database.

9. Coordinate the preparation of the IRS form 990 with the CPA
10. Act as liaison with banking institutions

Human Resources

1. Coordinate implementation and maintenance of services, policies, benefits, and programs for employees and volunteers.
2. Supervise interns and volunteers as appropriate; foster and maintain strong relationships with the community to promote volunteer and community service participation.
3. Assist and advise management about Human Resources issues.

Duties may ultimately include:

1. Assist with recruiting, staffing, and terminations; Employee relations; Legal and regulatory compliance; Employee orientation, development, and training; Policy development and implementation; Compensation and benefits administration.

Administration

1. Oversee and coordinate the procurement of vending and office supplies.
2. Business insurance - procurement, monitoring and management.
3. Assist the Executive Director with overseeing risk management and legal activities such as letters of agreement, contracts, leases, etc.
4. Assist the Executive Director with developing and executing programs that provide for donor cultivation, fundraising and stewardship.
5. Help advance the organization's vision and mission while representing HEART at community and professional organization events and whenever possible.
6. Participate in occasional evenings, weekends, and off-site vending and concession services as needed for the H.E.A.R.T. Program.
7. Other duties as assigned by the Executive Director.

Requirements

1. Bachelor's Degree from an accredited university preferred.
2. Can substitute 10 years experience in nonprofit accounting for degree requirements.
3. Two years cash handling experience.

4. Two years experience with accounting software, preferably QuickBooks.
5. Be able to gather numerical and narrative data to assist in the completion and/or composition of reports.
6. Be able to use judgment in the completion/implementation of assigned program responsibilities.
7. Must be available for concession events evening, nights, weekends and holidays.
8. Must be able to pass background check and pre-employment drug screening.
9. Must be able to bend and lift up to 25lbs consistently.
10. Must be able to stand on feet for long periods.
11. Must maintain current and valid state driver's license.

Includes salary \$65K-\$70K (DOE) and benefits package including medical, dental, PTO, disability, life insurance, and retirement package.

Please submit cover letter and resume to Seth Malin, Executive Director
smalin@heartprogram.org