



## **Job Description**

Job Title: Controller  
Department: Finance  
Reports to: President & CEO  
Status: Full Time  
FLSA Classification: Exempt  
Date: April 1, 2024

### **Mission:**

United Way Fox Cities (UWFC) improves lives by bringing diverse people together to build a stronger, more caring community for everyone.

### **Core Values:**

Accountability, Community, Caring, Integrity, Commitment

### **Summary:**

The Controller leads all aspects of the finance and accounting functions of United Way Fox Cities. Working collaboratively with the CEO, Finance Committee and Board of Directors, they provide professional accounting services and financial oversight to the organization. The Controller provides daily supervision of the finance department to ensure accountability and proper administration of the organization's financial affairs in conformity with applicable business and regulatory standards. This role is viewed as a partner to the CEO and Executive Team on driving strategic initiatives to improve organizational effectiveness, efficiency, and sustainability.

### **Duties/Responsibilities:**

#### **Monthly and Yearly Closing Process:**

- Assist, coordinate, and review the activities of the accounting staff in the month-end and yearly general ledger closing process.
- Perform monthly accounting procedures and reconciliations as needed to support appropriate segregation of duties.
- Complete and/or review and maintain support for normal monthly journal entries and any special entries.
- Perform account analysis, as needed
- Prepare monthly financial reports on a timely basis
- Maintain fixed asset and depreciation schedules
- Manage financial record retention and destruction.
- Assist with completion of surveys & statistical reports.



**Audits:**

- Prepare audit work schedules.
- Assist in the preparation of the annual tax return information for External Auditors
- Assist in the preparation of the audited financial statements and footnotes.
- Respond to outside agency audit information requests.
- Develop, implement, and monitor internal controls to ensure fiscal integrity.
- Maintain appropriate financial and accounting files.

**Accounts Payable and Pledges Receivable:**

- Oversee pledges receivable process, including receipting, posting, invoicing and statement preparation.
- Meet with Resource Development to ensure that pledges receivable status reports are monitored at least monthly.
- Monitor accounts payable process to ensure accuracy and adherence to policies, procedures, and controls, including review of employee travel/expense reports.
- Control the timing of vendor payments to maximize available cash balance.
- Maintain systems necessary for accurate distribution of grants and designations.

**Payroll:**

- Oversee bi-weekly payroll process.
- Review payroll and related journal entries and provide back-up to the payroll accountant.
- Assist with payroll preparation, including tax filing

**Board and Executive Leadership Support:**

- In collaboration with the Treasurer and CEO, coordinate and facilitate all Finance & Audit committee meetings.
- Attend meetings as requested.
- Compile recommended and requested reporting requirements and attend the Board, Finance & Audit, and HR committee meetings. Serve as a resource to Board and committee members as it relates to the organization's finances.
- Present financial information in partnership with CEO and Treasurer at Board and committee meetings, as necessary.

**Annual campaign:**

- Work closely with the Resource Development team relative to the finance staff's work, including monitoring campaign performance and projections for the monthly financial statements.



**Investments:**

- Oversee investment of reserves and endowments in accordance with investment policy guidelines and direction from Finance Committee of the Board.
- Monitor cash flow and line of credit to ensure adequate funds are available for operating needs.
- Record investment performance in the general ledger and reconcile to investment statements.

**Supervisory responsibilities:**

This department has a staff of two full-time employees and one part-time employee for whom the Controller is the direct supervisor. Responsibilities include:

- Support and development of this team in annual and day-to-day matters.
- Setting and supporting the achievement of performance goals.
- Supervision and appraisal of ongoing performance, training, cross-training, and assigning and directing work.
- Allocation of workload among staff to maintain appropriate internal controls and manage workload.
- Addressing any performance management issues within the team, with the support of the CEO and the HR Committee.
- Ensure cross training of team members to ensure back-up during absences.
- Maintain adequate documentation for others to fill in during absences.

**Education and Experience:**

- Bachelor's Degree or equivalent experience required.
- Minimum of 5+ years' experience in accounting and information systems.
- Non-profit experience preferred, with fund accounting experience preferred.
- Demonstrated experience in leading an accounting team and working collaboratively with peers.
- Certification as a public accountant (CPA) is highly desirable.

**Required Skills/Abilities:**

- Ability to learn new skills and adapt to a new environment.
- Proven ability to interpret financial and accounting information in depth.
- Excellent written and verbal communication skills, with the ability to:



- Present financial and accounting reports to staff and volunteers in a concise, understandable format.
- Effectively present information to United Way board directors and volunteer committees and respond to common inquiries from donors, non-profit agencies, and regulatory agencies.
- Well organized self-starter
- Creative problem-solver
- Professional
- Assertive
- Approachable demeanor
- Energetic
- High integrity
- Excellent computer skills
- Ability to multi-task
- Strong connection to United Way’s vision, mission, values, and intentional behaviors with a positive ‘can-do’ attitude.

*This job description describes the general nature and scope of responsibilities for this position. Please note other duties and responsibilities may be assigned or removed at any time with or without notice.*

**Work Environment:**

Work is primarily performed in an office environment. This position requires regular movement inside the office to access filing cabinets, office machinery, etc. Attendance at meetings outside of the office is occasionally necessary. The position also includes remaining in a stationary position a portion of the time, either standing or sitting, and occasional lifting of up to 20 pounds. There may be exposure to repetitive work on the computer. Evening and weekend hours may be required.

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*