

Job Title: Controller
Department: Finance
Reports To: Chief Executive Officer
FLSA Status: Full Time (Regular), Exempt
Grade:

JOB SUMMARY

The Controller serves as the leader and advisor directly responsible for overseeing the administration of: accounting and financial reporting, vendor management, budgeting, forecasting, financial analysis, coordination of cookie program receipts and delinquencies, financial statement and audit schedule preparation, training and review of budget management with departmental managers/directors/chiefs and key oversight of revenue recognition and budget tracking for fund development, United Ways, grants and gifts. The Controller is a member of the GSDSW Senior Leadership team and works directly with Board committees for Finance, Investment, Fund Development, and Audit. He/she will coordinate special projects and analysis, assist with HR duties, participate on cross-functional teams and perform other leadership duties as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Finance

- Manages day to day accounting operations.
- Supervises the accounting coordinator
- Coordinates annual budget planning, monthly reviews of variances and training process for council departmental managers and directors.
- Prepares consolidated monthly financial reports and variances for presentation to Finance Committee along with monthly financial dashboard. Coordinates variance planning and forecast for year-to-go with Senior Leadership team.
- Completes financial analysis as requested by the management team.
- Maintains general ledger coding and reporting in accordance with GSUSA requirements, GAAP and legal/regulatory requirements.
- Leads cookie collection process.
- Coordinates oversight of revenue recognition, budgeting and grant tracking/reporting with Fund Development and Program departments related to funding from donors, foundations, United Ways and individuals.
- Stays current on relevant GSUSA, council and local training resources related to financial management and reporting compliance.
- Maintains confidentiality and security of all financial information, data and records.
- Coordinates financial audit schedules, reporting and Form 990 preparation for GSDSW with council's external audit and tax professionals.
- Provides leadership regarding council financial management, budgeting, forecasting, reporting and analysis to align resources with strategic plan and goals.
- Participates and leads special projects, cross-functional teams and strategic teams as required.
- Monitors council cash position/resources to meet GSUSA requirements associated with operating reserves.
- Works directly with CEO to support reporting, agendas and meetings for Finance, Investment and Audit Board Committees.
- Partners with Director of Resource Development to continually improve processes, budgeting and tracking associated with funded programs, grants and projects.

- Other duties as assigned

Human Resources

- Manages the staffing process, including recruiting, interviewing, hiring, and onboarding.
- Coordinates onboarding with Professional Employer Organization (PEO)
- Conducts annual performance reviews.
- Investigates employee issues and conflicts with PEO to bring them to resolution.
- Works with Executive Assistant / HR Liaison with reporting requirements and data for annual 403b plan audit, reporting and Form 5500 filing.
- Provide payroll support to HR liaison.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Education and/or Experience

- Bachelor's degree in Business, Management, Accounting or related field or equivalent. MBA or business graduate degree preferred.
- Seven (7) – Ten (10) years of experience in financial management, planning and budgeting.
- Three (3) years of experience in Human Resources
- Strong knowledge of GAAP, financial reporting, compliance requirements, and non-profit accounting preferred.
- Familiarity with Abila Financial reporting or similar accounting system.
- Development and implementation of effective financial planning policies, procedures and resources.
- Excellent customer service to internal management team, employees, board members and volunteers provided as a business partner.
- Ongoing assessment of financial policies, procedures, practices and training needs.
- Direct support for Senior Leadership team regarding financial reporting, compliance, budgeting, cashflow, and fund development reporting.
- Maintain confidentiality of financial matters, records and information.
- Computer-literacy, with knowledge of Microsoft Office applications.
- Good judgement, excellent listening and verbal and written communication skills.
- Excellent organizational, project management and time management skills.
- Prior experience with Salesforce is a plus.
- Spanish language skills a plus.

B. Certificates, Licenses, Registrations

- Valid Driver's License and Girl Scouts membership required.

C. Language Skills

- Excellent, effective English language abilities, both oral and written.

D. Reasoning Ability

- Demonstrated reasoning ability, to successfully lead and/or manage responsibilities as described above.
- Ability to plan, organize and prioritize work.
- Ability to use sound judgement in decision-making, and to work independently.
- Ability to effectively identify, analyze and solve problems.

E. Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Sufficient eye-to-hand coordination to successfully operate a computer keyboard.
- Ability to work a flexible schedule including nights and weekends.
- Ability to give and receive information by video conferencing, telephone and in person.
- Ability to sit upright for extended periods of time.
- Ability to stand or walk for extended periods of time.
- Ability to occasionally climb or balance; and stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds.
- Other demands, as determined by the council.

WORK ENVIRONMENT

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. This job functions primarily out of a designated Council office location which provides a professional work space in an open concept office environment. Off-site work may be required and will take place at leased warehouse, community locations including schools, churches, office buildings, parks, camp site and other settings as needed.

Other Working Conditions

- Continuous requirement for professional demeanor and appropriate office attire.
- A criminal background check is required.
- Continuous work as a team member and ability to work independently with some supervision.
- Continuous ability to work well with others.

GIRL SCOUT CORE COMPETENCIES

The competencies listed below are core to the Girl Scout movement:

- **Empathy, with colleagues and customers** – a successful member of the Girl Scout team approaches other with a service mindset, offers humility and inspires trust, takes time with people and is a good listener, and overall offers respect and kindness to all.

- **Possibility Thinking** – staff members approach challenges with curiosity, shows enthusiasm, explores alternatives before acting, takes on challenging tasks and sees opportunity in ambiguity, change and transition.
- **Innovation** – core to Girl Scouting staff must think in unique and independent ways, pursue standards of excellence, learn from risk taking and failure, and embrace new ideas from everywhere and everyone.
- **Courageous Leadership**, of self and others – staff work for the good of the whole, work collaboratively at all times, model assertive behaviors: bold, confident, respectful, empower others and distributes decision making, promotes honest communication and passionate debate, and maintains personal integrity.