



<https://baymarsolutions.com/careers-clients/controller-non-profit/>

Controller (Non-Profit)

Description

Experienced and analytical non-profit finance and grant compliance with strong numerical skills to drive AmSkills financial operations, manage grant financials and improve financial performance. Duties will include overseeing internal controls, creating, and monitoring financial budgets, engaging with the Board of Directors, monitoring expenditures, overseeing annual insurance, payroll processing, monitoring cash flow, grant and funding allocations, managing tax compliance and reporting.

While this is on-site position, hybrid flexibility is available.

Responsibilities

Finance:

- Support budget creation, budget projections and analysis of expenses
- Review salaries being charged to projects/grants and adjust to ensure correct allocation. Adjust vacation accruals as needed.
- Prepare, review, and distribute monthly and funder reports. Document and communicate issues requiring attention.
- Ensure timely and accurate processing of Accounts Payable/ Account Receivable Duties
- Coordinate internal resources and third parties/vendors for the execution of projects and purchases
- Communicate with vendors and customers as needed
- Cut checks and coordinate signing with authorized signers for approval
- Create payment plans for students who need financial assistance
- Prepares and presents financial reports to the AmSkills Finance Committee and Board of Directors

Payroll:

- Use QuickBooks to run biweekly payroll
- Update employee records as needed

Grant Compliance:

- Analyze and monitor projects' fund and cash balances and keep the projects and AmSkills team informed of status, issues
- Collect, process and digitally file all supporting grant documentation
- Assists with creating budgets for grant applications
- Coordinate grant purchasing with support of the Project Manager, COO, CEO, and other AmSkills staff

Internal Accounting Controls:

- Annually renew solicitation license and other organizational filing requirements
- Prepare for and participate in audits
- Initiate, monitor, and generate past due receivables report; and monthly budget vs actuals report for the CEO
- Coordinate with the CPA to prepare and submit Form 990 and Form 5500
- Balance designations from fundraising campaign, and monitor timely disbursements as dictated by policy

Qualifications

Requirements:

Hiring organization

AmSkills, Inc

Employment Type

Full-time

Job Location

4606 Darlington Road, Holiday, FL

Benefits

Health Insurance 75% paid by organization
Dental and Vision Offered
Generous Paid Time Off Plan
Optional Accident Insurance
Corporate Discounts
Non-Profit Employee Perks

Beginning of employment

ASAP

Industry

Non Profit, Education

Working Hours

Monday through Friday
Flexible start and end times, with core business hours of 9:00am to 3:30pm

- Knowledge of Financial Accounting Standards as promulgated by the American Institute of Certified Public Accountants and as relevant to not-for-profit organizations
- Proficiency in creating budgets, job costing and classifications using QuickBooks
- 5 or more years of experience managing grants and nonprofit finances preferred
- Experience managing federal, state, and local grants funds
- Outstanding written and verbal communication skills
- Ability to use computers to manage data and compose reports, ability to interpret computer-generated reports and analyze data
- Understanding of the non-profit sector desirable – governance, accountability, and management.
- General attributes should include ability to manage several projects simultaneously, track the results of projects, work effectively with people from different backgrounds – respect diversity, offer strong self-motivation, positive attitude, and a willingness to commit to the values of the organization, participate effectively on teams, and offer ideas to enhance the organization

Top Skills & Proficiencies We Are Seeking:

- QuickBooks (for non-profits preferred)
- High level of proficiency in Microsoft Excel. Should be able to create pivot tables and use reports for presentations.
- The ability to manage and prioritize multiple functions within position (payroll, financial forecasting, A/R and A/P, cash flow management)
- Budgeting, Financial monitoring, Cash-Flow Forecasting
- Accounts Payable (A/P), Accounts Receivable (A/R)
- Excellent Written and Verbal Communication

Date posted

March 12, 2024