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|---------------------------------|-----------------------|-------------------------|-------------------------|
| <b>Job Title:</b>               | Controller            | <b>Reports To:</b>      | Chief Executive Officer |
| <b>Department/Group:</b>        | Finance               | <b>Job Code/Req#:</b>   | 70120                   |
| <b>Location:</b>                | MI- Kalamazoo         | <b>Travel Required:</b> | Yes, up to 10%          |
| <b>Level/Salary Range:</b>      | To be determined      | <b>Position Type:</b>   | Full-time               |
| <b>HR Contact:</b>              | Ashleigh Crisp Hobart | <b>Date posted:</b>     | August 3, 2015          |
| <b>Will Train Applicant(s):</b> | Yes                   | <b>Posting Expires:</b> | Until filled            |

**To apply please include a cover letter, resume, and employment application. Applications accepted by:**

**Fax:** (269)492-1439

**Email:** [hr@gshom.org](mailto:hr@gshom.org)

**Subject Line:** Controller

**Attention:** HR Department

**Website:** <http://www.gshom.org/about/whoweare/employment.html>

**MAIL:**

HR Department  
Girl Scouts Heart of Michigan  
601 W Maple  
Kalamazoo, MI 49008

**Job Description**

**POSITION OVERVIEW**

Manage finance department providing information, primarily financial in nature, about all company activities that will assist management, its board of directors and other staff in making educated economic decisions about the company's future. Is responsible for directing the fiscal functions of the organization.

**ROLES AND RESPONSIBILITIES**

1. Plan, develop, organize, implement, direct and evaluate the organization's fiscal function and performance.
2. Participate in the development of the organization's plans and programs as a strategic partner.
3. Oversee the activities of the finance department for the accurate and timely dissemination of financial management reports including, but not limited to, internal and external monthly financial statements and annual audits and annual budgets.
4. Oversee the activities of accounts payables, ensuring the accurate and timely processing of accounts payable, purchase orders, petty cash, employee expense reports, cash control, payroll processing and payroll tax compliance.
5. Oversee the activities of accounts receivables to ensure the accurate and timely management of all accounts receivable aging components including billings, cash receipts application, etc; funding service management, which includes weekly funding reports and customer service; quarter and year-end payroll closing including federal and state reports.
6. Oversee the budgeting process while working closely with management of all departments.
7. Work directly with the finance committee through monthly meetings regarding the budget, financial statements.
8. Oversee the annual audit.
9. Oversee all month and year end processes.
10. Attend Board Meetings on an as needed basis.
11. Partner with Retail Team Leader to establish inventory controls.
12. Partner with Restricted Funds Team Leader in the grants management and reporting process.
13. Partner with the Fund Development department to ensure proper coding and reporting for all donations.
14. Stay up to date on all applicable changes to accounting regulations, tax and payroll laws, and

- federal and state reporting requirements.
15. Establish and maintain systems and controls that verify the integrity of all systems, processes and data, and enhance the company's value.
  16. Respond to CEO as assigned with accurate and timely work to facilitate financial needs.
  17. Participate in a wide variety of special projects and compile a variety of special reports.
  18. Communicate with co-workers, management, clients and others in a courteous and professional manner.
  19. Conform with and abide by all regulations, policies, work procedures and instructions.
  20. Other duties as assigned.

#### **COMPETENCIES**

1. Financial Management
2. Technical Capacity
3. Performance Management
4. Leadership
5. Problem Solving/Analysis
6. Ethical Conduct
7. Communication Proficiency
8. Personal Effectiveness/Credibility

#### **SUPERVISORY RESPONSIBILITY**

- This position is responsible for managing the finance department.

#### **TRAVEL**

- This position requires up to 10% travel including overnights.

#### **EDUCATION AND EXPERIENCE**

- Bachelor's degree in accounting or related field preferred or experience commensurate with degree
- Minimum of three years hands-on accounting managerial experience preferred

#### **KNOWLEDGE/SKILLS/ABILITIES**

- Proficient in Excel and Outlook
- Software used: Abila MIP (formerly Sage 100 Fund Accounting)
- Able to multi-task and be flexible
- Must be able to sit and work at a computer for long periods of time
- Able to lift and/or manipulate up to 25 pounds
- Willing to become a member of Girl Scouts of the USA
- Ability to meet deadlines while assessing, prioritizing and managing workflow
- Ability to analyze, plan and evaluate
- Strong human relations, problem solving, and conflict management skills required both in person and on the telephone when speaking with volunteers, staff, and organizations throughout the community
- Possess excellent oral and written communication skills and work in a team environment
- Have the ability and initiative to work independently, multi-task, and work well with all levels of volunteers/staff on an as-needed basis
- Candidate must have the ability to provide spreadsheets with necessary data for management review
- Prior non-profit experience preferred
- Strong contributor in team environments

**BENEFITS**

- Medical
- Dental
- Vision
- Life
- Disability
- Flexible Spending Accounts
- 403(b)
- Vacation
- Sick
- Personal Leave
- Holiday Pay

Girl Scouts Heart of Michigan is an Equal Opportunity Employer.