



## **Controller**

### **Reports To**

President & CEO

### **Job Overview**

Reporting directly to the President/CEO, the Controller serves as a strategic partner and advisor to the President, Chief Operating Officer, Chief Development Officer, and the Leadership Team and is responsible for understanding and shaping the strategic direction of the organization's financial structure and integrity; providing leadership in both short and long-term financial planning and additional streams of revenue.

The Controller is responsible for all aspects of financial plans and accounting practices, including among others, accounting and financial reporting, cash management, grant accounting, budgeting and forecasts, compliance, audit activities, risk management, accounting policies and procedures and internal controls. They serve as the lead executive interacting with the Finance and Audit Committees of the Board.

The Controller works collaboratively with the leadership team to set financial policy and procedures, while being an active participant, and driver, of the organization's overall financial strategy. They work closely with department heads, banking relationships, key vendors, and outside partners.

While a primary function of the Controller is to look ahead, they must also be able to analyze, and learn from, past financial performance in order to accurately predict, and guide, the organization's financial future.

### **Responsibilities and Duties**

- Work with the CEO, CDO, COO, and the Board of Trustees on key strategic initiatives such as new programs, real estate planning, affiliate operations, major partnerships and capital structure.
- Inform the CEO and the Board of important activities related to financial and operational performance and changes to internal and external risks.
- Lead, plan and manage the development of the finance vision and strategy with focus on financial impact, risk management, infrastructure improvement and operational excellence.
- Participate in the development and implementation of WAMC's overall strategic objectives, priorities, plans and initiatives, including WAMC's strategic plan.
- Partner with the CDO on providing financial analysis, models and insights into WAMC's operations and business plans. This includes managing the annual budget process and linking budgets to programmatic goals.
- Oversee the short term and long-term budget planning process.
- Oversee the preparation of timely internal and external audits.
- Develop performance measures and cash flow projections.
- Manage banking relationships.
- Assess finance and procurement procedures, systems, and processes, and recommend and implement improvements in efficiency, effectiveness and capabilities.
- Develop and direct finance staff, and other related support staff.

- Develop and oversee a centralized procurement process to improve, and measure, vendor service delivery and the procurement of high-quality, cost-effective services/products, while strengthening internal controls.
- Support program areas, and other departments, by providing financial data and information relevant to their functional responsibilities.
- Present financial reports to board committee meetings, analyzing financial performance against prior year and budget.
- Work closely with revenue generating departments including Membership, Underwriting, and Grants to ensure accuracy of data, target tracking, and variance analysis.
- Monitor cash flow and debt covenant.
- Manage investments as necessary.
- Manage health, dental, vision, life insurance, retirement, disability, wellness leave, unemployment, and other employee benefit programs.
- Oversee benefit administration ensuring accurate enrollment, timely issue resolution, and effective communication of benefits information.
- Evaluate and oversee all benefit negotiations to provision the most competitive and cost-effective employee benefit package in partnership with the COO and Human Resources.
- Ensures compliance with laws and regulations including ERISA, COBRA, HIPAA, ACA, FMLA, and other applicable employment and benefits-related requirements.
- Coordinate annual open enrollment and benefits education activities.

### **Qualifications**

- Strong knowledge of GAAP and non-profit accounting.
- Excellent analytical skills with the ability to perform financial modeling and business analysis.
- Proficient in cost accounting principles and techniques.
- Experience in expense management and cost control strategies.
- Experience in benefits administration, human resources, or employee relations.
- Knowledge of employee benefits regulations and compliance requirements.
- Demonstrated ability to supervise and lead a finance team.
- Exceptional communication and interpersonal skills.
- Proven experience as a Controller or in a similar senior finance role, preferably in the non-profit sector.
- Bachelor's degree in Finance, Accounting, or related field; MBA/MS preferred.

Starting Salary \$90,000 annually