

# Controller OLV Charities

## **POSITION SUMMARY:**

The Controller is accountable for the accounting operations of OLV Homes of Charity, to include the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the company's reported financial results, and ensure that reported results comply with generally accepted accounting principles for not-for-profits

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Manages and oversees all finance activities in a manner that ensures timely and accurate financial accounting and reporting with highest integrity, diplomacy and sound judgement.  
Supervises the processing of all accounts payable and receivables transactions, billings, cash receipts, bi-weekly payroll and maintaining payroll records in relationship with ADP. Assists CFO in cash flow planning.  
Maintains fixed assets and depreciation monthly are accurate and timely. Ensure accurate management of grant, project and tax reporting matters. Ensures bank, select investments, accounts receivable and revenue reconciliations are timely and accurate. Ensures donor and pledge systems report revenue are in sync monthly to the general ledger.
2. Ensures that all Finance procedures are documented and current. Documents and maintains an internal control system that continuously monitors critical areas of financial control, identifies problems and implements corrective action
3. Generates interim financial statements by the 20<sup>th</sup> of each following month that are accurate. Review all detail behind these monthly financials to ensure accuracy, identify errors & correct with JEs when necessary and perform required monthly (administrative & joint cost) allocations
4. Handles administration of the Charitable Gift Annuity program as it relates to: generating monthly payments for Annuitants and bank reconciliation, resolving payment issues, Annual 1099 generation, assists in state audits and compilation of required annual NYS Annuity reporting by ensuring annual investment schedules and reconciliations include detailed analysis on purchases and liquidation of funds

5. Develops process and procedures for the handling of financials for new programs and integrating the needs of the stakeholders into the financial monitoring and reporting. Optimize existing processes and procedures to increase accuracy and efficiency in financial accounting and reporting
6. Manages relationships with external entities including banks, merchant servicers, financial software, vendors, clients, licensing and accrediting organizations, Catholic Health Services, state regulators and organizations
7. Maintains an effective billing system that assures that all services are billed correctly, and include proper documentation, and minimizes the time necessary to collect payments.
8. Strategically plan to optimize accounts payables to maximize working capital, without eroding vendor/suppliers goodwill. Develop a standardized process for new vendor setup, and maintain a clean master vendor file. Ensure there is W-9 for each vendor, and that the TIN (Tax Identification Number) matches the IRS listing. Oversee annual production of 1099's mailing and annual filing.
9. Oversees the preparation of timely requested schedules and reports by Management, the Board, and outside auditors. Including but not limited to: Columnar Restricted Funds Report, Comparative Income Statement, Summary of Operations, Balance Sheet, Directors monthly financial reports, and ad-hoc reports
10. Coordinate annual year-end audit with independent auditors within agreed upon timeframes. Maintain annual audit schedules for all GL accounts to substantiate the audited Financial statement reports. Ensure internal controls are documented and implemented throughout the organization. Prepare drafts of the audited financial statements
11. Supervises all Finance Staff, ensuring all positions are adequately trained and developed. Coordinates finance staff so that adequate accounting coverage is met daily. Ensures backup support coverage for each position is available whenever the need arises
12. Assists CFO in the compilation and analysis of the annual operating budget for Our Lady of Victory Homes of Charity, including all statistics, assumptions and incorporation into the general ledger. Ensures board approved budget is entered and maintained in the GL software accurately
13. Establishes and maintains effective communications and working relations with all departments of Our Lady of Victory Institutions as well as Our Lady of Victory National Shrine

14. Works in a manner that reflects the guiding values and beliefs of Our Lady of Victory Homes of Charity

15. Performs all other related duties and functions as instructed by the CFO.

## **SKILLS**

1. Possesses understanding of all aspects of nonprofit accounting, financial reporting, taxes, compliance and the dynamics of donor fundraising, allocating costs by functions, and providing auxiliary services.
2. Knowledge of nonprofit best practices for internal controls and compliance. Strong understanding of organizational transaction processes to facilitate optimization.
3. Ability to analyze/interpret data and transform it into information valuable to management.
4. Ability to identify ways to improve efficiency and control costs.
5. Highly analytical and detail oriented, creative problem solver.
6. Strategic planning skills.
7. Strong ability to develop and maintain key business partnerships and skilled at mediation.
8. Must have the highest integrity, be diplomatic, analytical, and possess sound judgment.
9. Defined and consistent leadership style with the ability to motivate and inspire others to develop a strong team.
10. Ability to manage and implement change.
11. Skilled at providing clear, timely feedback to others and coaching for performance results.
12. Ability to set and communicate expectations, assist with setting performance goals, holding direct reports accountable to outcomes.
13. Ability to manage direct report(s), monitor and assess job performance
14. Skilled at interviewing and selecting talent
15. Ability to take initiative and problem solve issues creatively and independently.
16. Ability to demonstrate OLV Charities' values and mission.

## **EDUCATION AND EXPERIENCE**

1. Bachelor's degree in accounting required
2. CPA or CMA required
3. Master's degree in accounting strongly preferred

4. 10+ years of progressively responsible experience in public accounting, or equivalent not-for-profit accounting
5. 5+ years of Controller experience with non-profit fundraising and grant raising experience preferred
6. Minimum 3+ years' experience in nonprofit fund accounting including donor restricted funds
7. Minimum 3+ years' experience in cost accounting and analysis
8. Minimum 3-5 years in financial accounting supervisory capacity

**Email resume and cover letter to:** [ResumeHRGeneralist@gmail.com](mailto:ResumeHRGeneralist@gmail.com)

Or send cover letter with resume to:

OLV Charities  
Human Resources Department  
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