



Serving Older Adults of Southeast Wisconsin, Inc.

Controller

Reports to: President / CEO

FLSA Status: Full Time Exempt

Serving Older Adults of Southeast Wisconsin, Inc. – Milwaukee, WI 53208

The Controller has overall managerial responsibility for all accounting and financial aspects of the organization to provide complete and accurate reports of the organization's assets, liabilities, and financial transactions. The Controller serves as part of the senior leadership team and will report directly to the President/CEO.

Position Summary:

- Actively manage the day-to-day accounting and financial operations of SOA
- Develop organizational budget for SOA, as well as individual program budgets and grant budgets
- Prepare, analyze, and present monthly financial reports to the CEO and Board Finance Committee
- Read and understand all grant contracts to ensure agency compliance with grant requirements
- Prepare all financial reports required for funding sources, including but not limited to monthly reports for Milwaukee County DHHS Aging and Disability Services
- Manage billing, accounts receivable, and accounts payable
- Oversee SOA's banking activities and actively manage cash flow to ensure it meets agency needs.
- Manage accounting internal control systems
- Monitor changes in legal, regulatory, and administrative environments and implement changes in procedures needed to maintain compliance while maximizing operational and financial results
- Manage SOA's corporate insurance policies, including property, liability, workers compensation, and directors and officers insurance
- Review efficiency/effectiveness of employee benefit programs, seeking approaches to lower costs where possible while maintaining quality levels.
- Serve as SOA's primary liaison with its independent auditor to ensure the annual audit is completed smoothly and in a timely manner
- Advise the President/CEO on all financial matters
- Ensures timeliness and accuracy of each financial report
- Advises on long-range budgetary planning
- Utilizes the highest standards in managing SOA's finances and implements best financial practices
- Serves as the SOA key contact for financial matters such as banking and auditing
- Other duties as assigned

Knowledge of:

- Nonprofit accounting
- General accounting and financial reporting procedures in accordance with the single audit
- GAAP
- Payroll processing and reporting using Paychex or similar payroll firm
- Employee benefits including the management of health care and retirement plans

- General office software, particularly Microsoft Office Suite, Gmail, and Quickbooks Online or other accounting software packages

Qualifications:

- Must have a passion for our mission of serving older adults
- Bachelor's Degree in Accounting required
- Certified Public Accountant (CPA) preferred
- Nonprofit audit experience a plus
- Five or more years nonprofit accounting experience, including working with restricted grants and government reimbursement grants
- Must be highly ethical with a high level of integrity; self-motivated; dependable and reliable; detail-oriented
- Must be able to work well with, and be responsive to the needs of, internal and external customers, including the SOA Board of Directors, program directors and managers, funding sources, and other provider organizations
- Must be able to work well with people from all cultures and backgrounds
- Must be able to meet routine office physical demands including, carrying up to 20-pound objects and possessing the dexterity and vision to operate office computers and equipment
- Must possess a valid driver's license, access to a vehicle, and adequate vehicle insurance
- Must be able to maintain confidentiality
- Must want to work with a dedicated team of passionate individuals who work hard but also have fun