



Towards Employment

Position: Assistant Controller
Reports to: Chief Financial and Administrative Officer
FLSA Status: Exempt

The Assistant Controller has hands-on responsibility for day-to-day accounting operations to ensure the accuracy, completeness and timeliness of books and records, maintenance of internal controls and compliance with regulations.

Job Responsibilities:

- Responsible for the daily accounting operations.
- Ensure accurate and timely monthly closing.
- Prepare monthly invoices for government grants and contracts, foundations and other entities ensuring accuracy and compliance.
- Prepare and review financial reports and ad hoc analysis as requested.
- Prepares information for auditors.
- Completes general ledger account reconciliations on a monthly basis.
- Ensures compliance with and prepare reports according to applicable government regulations.
- Maintain and ensure internal control system to prevent inaccuracies.
- Uses accounting software to maintain records and prepare reports.
- Contributes to team efforts by accomplishing related tasks as needed.

Qualifications/Skills:

- Strong analytical and problem-solving skills
- Highly skilled in accounting and financial processes
- Excellent communication and interpersonal skills
- Detail oriented and highly organized
- Skilled in time management and the ability to prioritize tasks
- Excellent critical thinking skills
- Solid understanding of GAAP and applicable regulations
- Good understanding of non-profit accounting
- Excellent accounting software and Microsoft Excel skills

Education and Experience

- Bachelor's degree in accounting
- At least 3 years' experience in accounting, preferably nonprofit accounting