

Job Title:	Financial Controller	Reports To:	Chief Executive Officer
Department/Group:	Finance	Travel Required:	Up to 10%
Location:	MI – Kalamazoo	Status	Full-time, Exempt
Level/Salary Range:		Date Posted:	June 3 rd , 2019

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

Subject Line: Financial Controller - Kalamazoo

E-mail: hr@gshom.org

Website: <http://www.gshom.org/en/our-council/careeers.html>

Fax: (269) 492-1439

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

- Office will be located in Kalamazoo Regional Center.
- This position serves as a positive and cooperative member of the Executive Team, participating in key decisions and sharing resources and expertise.
- Plan, develop, organize, implement, direct and evaluate the organization's fiscal function and performance. Establish and maintain systems and controls that verify the integrity of all systems, processes and data, and enhance the company's value.
- In cooperation with the CEO, provide oversight and strategic leadership to the daily processes and procedures related to the council's financial management. Provide timely and accurate analysis of budgets and financial reports to assist the CEO in decision making and goal execution.
- Work closely with the Executive Team in formulating the GSHOM budget related to strategic priorities and future direction.
- Maintain internal controls and safeguards for receipt of revenue, costs, and program budgets and actual expenditures.
- Oversee the budgeting process while working closely with management of all departments.
- 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, annual audits and annual budgets. Ensure financial records are in compliance with state, federal, local, and non-profit regulations, guidelines and laws.
- Oversee the activities of Accounts Payable, ensuring the accurate and timely processing of accounts payable, purchase orders, petty cash, employee expense reports, cash control, payroll processing and payroll tax compliance.
- Oversee the activities of Accounts Receivable 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.
- Work in partnership with the CEO to provide all relevant financial data for GSUSA.

- Work in partnership with the Membership, Fund Development, and Program and Product Departments. Plan, forecast and provide reports related to finance such as monthly cost centers and reconciliations.
- Work directly with the Finance Committee and the CEO through monthly meetings regarding cash flow, annual operational and capital budgets, financial statements, and oversight of investment portfolios.
- Partner with Customer Experience Manager to establish inventory controls, and monitor AR accounts.
- Partner with Help Desk Manager to learn and manage the Finance functions in Sales Force.
- Partner with Restricted Funds Team Leader to develop and secure a solid grants management and reporting process.
- Partner with the all departments to ensure proper coding and reporting.
- Supervise bad debt recovery. Oversee all month and year end processes.
- Coach the finance staff to improve their knowledge, skills and abilities.
- Provide reports for Board of Trustees as required.
- Stay informed on Girl Scout trends and standards related to finance.
- Stay up to date on all applicable changes to accounting regulations, tax and payroll laws, and federal and state reporting requirements.
- Attend Executive and Leadership meetings, events, and monthly finance meetings.
- Attend Board Meetings on an as needed basis.
- Respond to CEO as assigned with accurate and timely work to facilitate financial needs.
- Other duties as assigned.

COMPETENCIES

- Proficient in Excel and Outlook
- Software used: Abila MIP (formerly Sage 100 Fund Accounting)
- Financial Management
- Technical Capacity
- Performance Management
- Leadership
- Problem Solving/Analysis
- Ethical Conduct
- Communication Proficiency
- Personal Effectiveness/Credibility
- Teamwork Orientation

TRAVEL

This position requires up to 10% travel including overnights. Must have own transportation, valid driver's license with a good record.

EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent experience in Accounting, Business Administration, and/or CPA preferred.
- Minimum of three years hands-on accounting managerial experience preferred.
- Experience with executive level management highly desired.
- Knowledge of Girl Scout program highly desired.

WORK SCHEDULE

- Most work hours will be Monday through Friday between 8 a.m. and 5 p.m.
- Position requires candidates to work some evenings and weekends on an as-needed basis

WORK ENVIRONMENT

Operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and a point of sale system.

SUPERVISORY RESPONSIBILITY

This position is responsible to hire and manage all regular, full-time or part-time staff in the Finance Department.

BENEFITS

- Medical, Dental, Vision
- Employer Paid Life and Disability
- Voluntary Life
- Flexible Spending Account
- 403(b)
- Employee Assistance Program
- Vacation, Sick, Personal and Holiday Pay

EQUAL EMPLOYMENT OPPORTUNITIES STATEMENT

Girl Scouts Heart of Michigan provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Chief Executive Officer _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____