

# Job Description

Controller

**Classification:** Salaried

**Position Type:** Full-time

**Position Level:** Professional Staff

# Supervises Other Employees: Yes

**Salary:** Dependent on education and/or experience

# Reports to: CEO

**Job Summary**

The Controller is a key member of the Senior Leadership team. He/she will have primary day-to-day responsibility for implementing, managing and controlling all financial-related activities of the organization. This will include direct responsibility for accounting, finance, and government reporting including state registrations. The Controller will manage revenues and expenses alerting the CEO of any issues and provide a sound solution. They will be responsible for directing the fiscal functions of the accounting team ensuring all transactions are in accordance with generally accepted accounting principles issued by the Financial Accounting Standards Board, and fulfilling the expectations of the Board of Directors and the President/CEO.

# Tasks, Duties and Responsibilities

* Oversee the company’s fiscal activities including budgeting, reporting and auditing
* Assure legal and regulatory documents are filed on-time and monitor compliance with laws and regulations
* Identify and address financial risks and opportunities for the company
* Assist with high-level decisions about policy and strategy
* Direct and assist financial reporting and budgeting teams including investment manager, Finance Committee members and commercial banking contact(s)
* Reconcile all financial reports including bank statements, general ledger entries, chart of accounts and other reporting documents
* Conduct monthly and year-end closings, reconciling all revenues and expenses
* Prepare monthly P&L statements (income statements) and distribute to the CEO and board

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* Reconcile balance sheet to the trial balance for accurate reporting of all assets, liabilities and capital
* Work with the CEO and Finance Committee to prepare fiscal year budget for board approval
* Manage all budget related activities including expense disbursements, vendor payments and accounting of financial gains/losses to ensure the organization stays within budget
* Oversee and manage accounting responsibilities of others on the accounting team.
* Recommend areas of potential cost reduction, program improvement, or policy changes

# Skills

**Technical Skills**

* Enterprise Resource Planning (ERP) software — Microsoft Dynamics, Crystal Reports
* Database User Interface Software – Patient Maintenance
* Customer Relationship Management (CRM) software — Blackbaud Raiser's Edge and Luminate Team Raiser
* Electronic mail software —Microsoft Outlook.
* Office Suite software — Microsoft Excel, Word, Power Point and Adobe

# Experience

* Supervisory (preferred)

# License

* Certified Public Accountant (preferred)

# Education

* Bachelor degree in accounting, or similar field

**Interested applicants should send their resumes to HR@transplants.org.**

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