

JOB POSTING

Open Date: 01/28/2026
Closing Date: Until Filled
Position Title: **Controller**
Job Type: Full-Time, Exempt Position
Salary Range: \$109,000-\$136,000

The National Association of School Nurses (NASN) is a nonprofit specialty nursing organization, organized in 1968 and incorporated in 1977, representing school nurses exclusively. NASN has nearly 20,000 members and 49 affiliates, including one overseas.

Position Summary:

The Controller plays a pivotal role in ensuring the organization's financial integrity and operational efficiency. This position is responsible for overseeing all financial activities, developing budgets, preparing financial reports, managing accounting processes, and providing strategic recommendations to support the association's mission and long-term sustainability. The Controller serves as a trusted advisor to the executive team and board of directors, ensuring compliance with relevant laws, regulations, and best practices in nonprofit financial management.

Essential Duties and Responsibilities:

Financial Management and Reporting:

- Maintain accurate and timely financial records in accordance with generally accepted accounting principles (GAAP).
- Prepare monthly, quarterly, and annual financial statements for review by leadership and the board and financial committees (Finance, Investment Advisory, Endowment Allocation Advisory, Endowment Fundraising, Ethics (Audit)).
- Analyze financial performance and make recommendations for improvement.

Accounting Operations:

- Oversee day-to-day accounting functions, including accounts payable, accounts receivable, payroll, and bank reconciliations.
- Ensure timely and accurate processing of invoices and payments.

Budgeting and Forecasting:

- Lead the annual budgeting process in partnership with executive staff and board finance committee.
- Develop detailed budgets for programs, projects, and association operations.
- Prepare financial forecasts and monitor actual results against budgeted targets.
- Identify and report variances, providing narrative explanations and recommendations for corrective action.

Compliance and Internal Controls:

- Ensure compliance with federal, state, and local regulations, including tax filings and nonprofit reporting requirements.
- Design and implement effective internal controls to safeguard association assets.
- Coordinate the preparation and submission of annual tax returns (Form 990 or equivalent).
- Prepare for and coordinate annual audits or reviews, serving as the main contact for external auditors.

Cash Management:

- Monitor cash flow and maintain appropriate reserves for the association's needs.
- Manage bank accounts, investments, and reserve funds.
- Forecast cash needs and manage short-term borrowing if necessary.

Grant and Fund Management:

- Track restricted grants and contributions, ensuring proper accounting and donor reporting.
- Maintain records of grant expenditures and compliance with grantor requirements.
- Assist with grant budget development and post-award financial management.

Other Duties and Responsibilities (Departmental/project-related duties):

- Work closely with staff, volunteers, and board members to support the association's objectives.
- Train staff on financial procedures and policies as needed.
- Foster a culture of financial transparency and accountability.
- Participate in cross-departmental teams for specific work projects.

This individual serves as a member of NASN's Management Team and Grants Team.

Supervisory responsibilities: Accountant, Membership and HR Administrator

Minimum Qualifications (Education, Experience, Skills):

- Bachelor's degree in accounting, finance, business administration, or a related field; CPA or equivalent certification preferred but not required.
- Several years (typically 3-5+) of progressive accounting or finance experience, preferably in a nonprofit, association, or small business environment.
- Proficiency with accounting software (such as QuickBooks or similar platforms); advanced Excel skills.
- Strong understanding of nonprofit financial management, GAAP, and regulatory requirements.

- Excellent organizational, analytical, and problem-solving skills.
- Ability to communicate effectively with finance and non-finance professionals alike.
- High level of integrity and ethical standards.
- Attention to detail; ability to work independently and manage multiple priorities.

Preferred Skills and Attributes

- Experience supporting or leading annual audits and grant accounting.
- Knowledge of nonprofit, membership, and donor-restricted funds management.
- Demonstrated ability to develop and implement financial policies and procedures.
- Capacity to handle confidential information with discretion.
- Commitment to the mission and values of the association.

Physical Demands and Work Environment

- Environment: Remote work setting with occasional interruptions.
- Physical: Ability to perform sedentary work, including prolonged sitting or standing, occasional stooping, bending, kneeling, and lifting light to moderate weights. Frequent use of technology and travel within the U.S.
- Vision and Hearing: Normal visual and auditory ranges, with or without correction.

NOTE:

This job description outlines the general nature and level of work expected. It is not exhaustive and may evolve based on organizational needs. Reasonable accommodation will be made for individuals with disabilities.

Location: Remote

Benefits: Health, Dental and Vision Insurance; Group Life, STD, LTD Insurance; Paid Time Off; 403(b) Retirement Account

To apply: Email the following to kmcduffie@nasn.org with the subject line: **Controller:**

- Resume
- letter of interest with salary requirement
- references