

General Description:

The controller will be responsible for all aspects of financial monitoring of an assigned portfolio of government and foundation grants, including program and capital grants awarded to RYSE.  The successful candidate will partner with program staff to develop proposal budgets, monitor awards, analyze spending levels, manage general ledger accounts and reconciliations, and facilitate timely close-out of grants.

Reports to: Executive Director

Duties:

* Review the award documents to identify and understand grant specific compliance requirements
* Book keeping
* Manage agency cash flow
* Develop and maintain grant reporting schedules
* Monitor and reconcile grant expenditures to the general ledger regularly
* Manage and execute appropriate accounting internal controls
* Prepare and analyze agency and grant financial statements on accrual basis and comparisons to budget
* Review and ensure that expenditures are allowable and in compliance with grant requirements
* Provide internal stakeholders with timely and accurate financial information to ensure that their fiscal and project objectives are met
* Communicate variances and discrepancies to program management staff
* Serve as a resource for internal stakeholders by answering any questions they may have related to grant fiscal administration
* Prepare all relevant journal entries and adjustments quarterly
* Prepare and monitor allocations to funded and revenue generating programs and projects
* Ensure timely submission of all required financial and grants reports to government agencies and private funders
* Facilitate the development of budgets for grant proposals, including proposals for new programs and initiatives
* Process requests for reimbursement and advances on grants and contracts
* Maintain complete and up-to-date physical and electronic grant files in an organized and audit-ready manner
* Assist with all government grant audits, including financial, compliance and annual internal audit
* Prepare and file general exercise tax return
* Prepare supporting schedules for audit and returns
* Undertake special projects as assigned, including assistance with the grant proposals
* Perform other duties as required by management

Qualifications:

Qualified candidates must have a degree in accounting or business administration with 3-5 years of accounting experience, preferably working in the nonprofit environment.  At least one year of experience with grant accounting is required.  Demonstrated familiarity with the cost of accounting standards.  Advanced knowledge of Excel and Word are needed.

Self-starter with strong organizational skills, Quality-focused detail-oriented individual.

Ability to multi-task, prioritize, and complete assignments under strict deadlines.

Strong interpersonal skills and ability to work well with a wide variety of people in a team setting.

Strong oral and written communication skills are required.