

JOB TITLE: Controller	FLSA: Exempt
DEPARTMENT: Finance	LOCATION: Hybrid - Newark/Remote
REPORTS TO: Chief Financial Officer	DATE: June 2022

As Girl Scouts, we are committed to the mission of the organization. Our core values guide us in our everyday actions as we strive to fulfill the mission. We uphold these core values in our own work and promote them to our volunteers. They represent what we believe in, what we stand for, and how we approach everything we do. All staff at Girl Scouts of the Chesapeake Bay (GSCB) are expected to uphold the values that drive our goals and make delivering the Girl Scout mission possible: Collaboration, Authenticity, Innovation, Relationships & Stewardship.

Job Summary

The Controller is responsible for the accounting operations of the Council including the preparation of periodic financial statements, managing annual audit, maintenance of an adequate system of accounting records, and a comprehensive set of controls designed to mitigate risk, enhance the accuracy of the company's reported financial results, and ensure that reported results comply with generally accepted accounting principles (GAAP). The position is also responsible for financial operations (AP, AR, and Payroll).

Essential Responsibilities

- Processes and verifies invoices and checks requests for proper account codes, department codes, discounts, payment terms and the appropriate signature approval.
- Creates and maintains financial records and filing system in an efficient and effective way to ensure accuracy, and ease of information/invoice retrieval.
- Builds and sustains professional customer focused relationships both internally and externally for responding to questions effectively, resolving billing problems as well as acts as the Finance Department liaison between departments and vendors.
- Sets up grant codes and coordinates with the appropriate finance staff and Fund Development staff to ensure all grant-related cost transfers are prepared accurately and timely with appropriate back-up documentation and entered into the general ledger.
- Produces and distributes grant reports on a monthly basis. On a quarterly basis, has in depth conversations with grant allocators about budget variances.
- Performs the month-end close, which includes investigating and resolving transactions impacting the close.
- Produces and runs financial reports.
- Manages the annual audit process and develops a positive working relationship with external audit firm.
- Runs and distributes monthly financial statements; ensuring variance departmental reports are submitted to the Controller for organization-wide budget reporting to the Chief Financial Officer.
- Account analysis and balance sheet reconciliations.
- Serves as backup for some elements (bank reconciliation, journal entries and budget input) of the Chief Financial Officer role.
- Acts as Department representative with Abila.
- In the absence of the Chief Financial Officer, acts as second-in-command internally/externally as needed.

- Active participation in the development of environments that foster diversity, equity, inclusion, and access through words, actions, and attitude.
- Provides direction and oversight to the Finance team.
- Continually reviews accounting policies and procedures to ensure that the Council is compliant with GAAP and statutory accounting.
- Develops career development plans with direct reports and ensures plans are implemented.
- Performs other duties as necessary or assigned.

Competencies and Skills

- Excellent oral and written communication skills. Effective communicator able to explain accounting implications of business decisions and can provide insight to senior leadership team, management, and board regarding financial results.
- Must be able to communicate financial information into sound business language so people of all levels can understand. Ability to communicate effectively with co-workers and management about the finances of the business and justify certain financial recommendations.
- Strong attention to detail and detailed oriented approach.
- Excellent organizational and planning skills with demonstrated ability to create structures to effectively manage personal and team deliverables.
- Ability to work with limited supervision by driving projects forward autonomously.
- Ability to evaluate complex situations, weigh-up different options and reach logical conclusions. Ability to realize and to support strategies developed through the strategic thinking process and to integrate these back into the business.
- Ability to work in a dynamic environment and the flexibility to handle multiple priorities simultaneously.
- Ability to quickly and accurately analyze key financial data and to assess its impact on the organization.
- Ability to recognize what results are important – and what steps need to be taken to achieve them.
- Ability to think critically, analyze data, make difficult decisions, and solve complex problems.
- Ability to formulate short- and long-term personal and team goals, objectives, schedules, and priorities in line with GSCB's overall strategic plan.
- Ability to build, coach and develop an effective, high performing team by promoting partnerships between functional units, collaboratively defining boundaries and outcomes of work responsibilities; sharing information with others; recognizing and rewarding team's accomplishments; collaborating with others to create optimal solutions.
- Ability to provide high-impact performance feedback in ways that will motivate both under-performing and high-performing employees.
- Ability to maximize and capitalize on one's own leadership strengths as well as the strengths of others.
- Ability to identify and manage risk appropriately. Ability to use risk management for the best interests of an organization and its stakeholders. Compliance oriented.

Work Environment

GSCB's service area covers 14 counties in Delaware and the Eastern Shores of Maryland and Virginia. GSCB operates offices in Newark, DE, and Salisbury, MD: and maintains camp properties in Hockessin, DE, Earleville, MD, Denton, MD, and Fruitland, MD. The job is primarily performed at our Newark office utilizing a hybrid work model, but on occasion, training or work events can be held on any of our properties.

Required Education and Experience

- Bachelor's or higher in related field with four years of directly related work experience and at least two years of managerial experience.
- Knowledge of federal and state laws and regulations on taxes and reporting.
- Knowledge of payroll, accounts payable, and accounts receivable functions.
- General ledger and other accounting systems experience.
- Strong proficiency in Microsoft Office Suite including Outlook, Power Point, Word, and Excel.
- Experience in accounting platforms.

- Advanced knowledge of accounting and reporting software; aptitude for learning new financial technology.
- Knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles (GAAP).
- Knowledge of financial and accounting software applications.
- Demonstrated ability to prepare comprehensive financial statements, including footnotes, for review by the CEO, CFO, and Board of Directors.
- Experience implementing and maintaining finance and accounting systems.
- Demonstrated ability to organize efficient and effective monthly closing process.
- Strong knowledge of GAAP with ability to assess the impact of latest pronouncements on the business.
- Experience developing and implementing metrics/KPIs around the organization's functions.
- Ability to analyze financial data and prepare financial reports, statements and projections.
- Excellent organizational skills and strong critical thinking skills.
- Ability to multi-task, meet deadlines and facilitate projects to their completion.
- Highly motivated, adaptable, and able to function in a fast-paced environment.
- Demonstrated ability to work collaboratively as part of a Senior Leadership Team.

Additional Qualifications

- Must have excellent organizational and project management skills
- Must have strong interpersonal and communication skills
- Must have a demonstrated commitment to diversity, equity and inclusion (DEI)
- Ability to research and analyze data
- Ability to teach and share financial best practices with staff
- Ability to problem-solve and work autonomously
- Possess sound judgment and decision-making
- Experience with or strong willingness to learn new accounting and database software (Abila, Salesforce, etc.)
- Must have knowledge of nonprofit administration and fund accounting

Preferred Education and Experience

- MBA and/or CPA preferred.

Direct Reports

- Senior Staff Accountant
- Junior Staff Accountant

The Following Requirements Apply to All Positions

- Become a registered member of the Girl Scouts of the United States of America. Have working knowledge of the Girl Scout philosophy and program and be committed to the Girl Scout mission.
- Cope with stressors and demands that are associated with the job and/or the work environment so that acceptable and defined levels of performance and overall contribution are maintained. While all jobs involve dealing with stressors, the stressors may vary job to job.
- Adaptable and flexible work environment including but not limited to working additional hours as business needs may require, handling more than one task concurrently and easily adapting to new assignments, systems, and processes.
- Possess a valid Driver's License, current insurance, and regular access to a reliable vehicle.
- While all these continuing responsibilities apply to all jobs in Girl Scouts, the specific ways in which they apply, vary from job to job.

Girl Scouts of the Chesapeake Bay is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, basis of disability, or any other federal, state, or local protected class.