

**GENERAL INFORMATION**

Position Title: Controller
Position Classification: Full-time salaried
Office: ACT-US
Duty Station: Arlington, VA
Date Written/Revised: Creation - March 2022 Review

POSITION SUMMARY

The Controller is a key member of the Finance and Operations team. The Controller is responsible for the accounting operations of the ACT-US office, including the production of periodic financial reports, maintenance of an adequate system of accounting records, and maintenance of a comprehensive set of controls to mitigate risk.

The Controller is also responsible for enhancing the accuracy of the organization's financial results, ensuring that ACT complies with generally accepted accounting principles and international financial reporting standards, and dealing with tax compliance issues.

RESPONSIBILITIES

The essential duties and responsibilities of this position include but are not limited to the following.

- Overseeing the accounting function of the ACT-US office, including maintenance of the general ledger, accounts payable, and accounts receivable, ensuring compliance with GAAP standards and regulatory requirements
- Reviewing, approving and posting all ACT-US transactions in the financial system
- Monitoring accounts payable for vendors, utilities, and consultants, and preparing weekly reports of invoices coming due for the Senior Manager of Finance and Operations' approval and bank processing
- Depositing incoming checks, and keeping the executive and development teams informed of incoming checks, wires and ACH payments
- Preparing and tracking invoices for reimbursement
- Monitoring ACT-US grant balances, and ensuring expenses are aligned with funder stipulations
- Overseeing and approving the month-end and year-end closing processes
- Supporting the development and enforcement of financial controls and guidelines to maximize protection of organizational assets, policies, procedures, and workflow
- Reviewing and implementing accounting policies, practices, and procedures while upholding accounting / legal standards by keeping current on existing, new, and future regulations
- Preparing periodic financial reports for executive team review
- Preparing the ACT President's expense report for Board finance committee approval
- Coordinating external audits and acting as the primary point-of-contact for auditor requests; in addition, coordinating the preparation of IRS form 990 (Return of Organization Exempt from Income Tax)
- Supporting the preparation of the consolidated financial statements
- As requested, supporting accounting aspects of ACT branch offices
- Managing the general finance inbox email account
- Preparing and filing charitable registrations, corporate state and county tax forms, and institutional registrations
- Coordinating purchase requests from the country offices

- Supporting the onboarding of new staff members

REPORTS TO

- **Reports to:** Senior Director, Finance and Operations
- **Collaborates with:** All ACT staff
- **Supervises:** Accountant

REQUIRED EDUCATION AND EXPERIENCE

Required Qualifications

- College degree or equivalent education in accounting, finance or business administration
- 10+ years of progressively responsible experience in finance and accounting, ideally within the nonprofit sector
- Working knowledge of accounting regulatory standards (GAAP), and familiarity with nonprofit accounting concepts including fund accounting and grant management and budgeting
- Strong working knowledge of detailed financial data analysis
- Prior supervisory experience
- Experience with financial systems
- Advanced-level English speaker; minimum ability to read Spanish
- Proficiency in Microsoft Office 365 environment
- Must be at least 21 years of age
- Must be legally authorized to work in the U.S. without sponsorship
- Must be able to pass a criminal background check

Preferred Qualifications

- Certified Public Accountant (CPA)
- Conversational ability in Spanish; Portuguese and/or Dutch a plus

Competencies

- Demonstrated ability to multitask with acute attention to detail while keeping sight of strategic priorities; excellent organizational and administrative skills
- Ability to work independently and effectively under pressure in a rapidly changing professional environment
- Excellent verbal and interpersonal communication skills
- Ability to work in a multicultural, multi-ethnic environment with respect for diversity

PHYSICAL REQUIREMENTS

- This is a hybrid role, working part of the time in the ACT-US office and part of the time remotely.
- This position will be working in a typical office setting, with no extremes in temperature or lighting.
- Domestic and international travel may be required.
- Applicants should be able to work with equipment typically found in an office and should be able to perform the essential functions of the job, with or without accommodation.

GENERAL EXPECTATIONS

ACT expects that all employees of the organization are familiar with the following documents/information.

- Individual Job Description
- Employee Handbook
- Employee Orientation Guide
- Other organizational policies and procedures relevant to the position
- ACT's Mission, Core Values, Team Strengths
- ACT's Strategic Plan
- ACT's Style Guide
- Website
- ACT-US Matrix of Roles and Responsibilities
- Other materials (e.g., newsletters, internal bulletins)

COMPENSATION

The organization offers an excellent benefits package and a salary that is commensurate with education and related work experience. This position is eligible for all benefits offered to regular employees.

APPLICATION DEADLINE

April 30, 2022

APPLICATION PROCEDURES

Please email cover letter and resume to careers@amazonteam.org; use "Controller" in the subject line.

DISCLAIMERS

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. The preceding job description is not designed to cover or contain a comprehensive listing of activities, duties, qualifications, and responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

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