



**Title: Controller**

**Department: Accounting**

**Manager: Karen Klein, CFO**

**FLSA: Exempt**

**About West End Neighborhood House:**

The mission of West End Neighborhood House is to provide programs, services, support and advocacy when and where they are needed to ensure our families become self-sufficient, and our communities thrive.

West End's team is dedicated to building community awareness and creating an efficient network of services that helps every Delawarean to reach their maximum potential. Staff and volunteers are committed to our values of respect, innovation, support and safety. Programs are built on partnership models based upon collaboration, and respect. Resources are leveraged in a manner that is strategic and cost-effective in order to achieve our mission and goals without duplicating services.

For the past 140 years, West End has expanded its scope of services building on partnerships with over seventy-five organizations to alleviate homelessness, hunger and provide education, training and prevention. West End currently administers more than twenty-five different programs.

**Controller**

Reporting directly to the Chief Financial Officer (CFO), this position is responsible for the successful operations of the Accounting Department of West End Neighborhood House and its subsidiaries. The Controller will oversee and manage a team of 5 accounting professionals in the following functions: accounting & financial reporting, budgeting, treasury operations, accounts payable, payroll, and tax compliance.

**Responsibilities:**

- Works with the CFO to ensure the accurate and timely recording of all financial transactions, including the tracking of revenue and expenditures related to grants and donor contributions, in accordance with US Generally Accepted Accounting Principles (GAAP).
  - Provides expert technical accounting knowledge, including the implementation of any relevant Accounting Standards Updates (ASUs) issued by the Financial Accounting Standards Board (FASB).
  - Ensures grant compliance with the Office of Management and Budget Guidance – Uniformed Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.
  - Ensures compliance with specific State and Local grant funded programs and projects
- Leads timely month-end and year-end close processes including journal entries and reconciliations.
- Ensures all grant billing is performed in a timely and accurate basis in compliance with grantor requirements.
- Works with CFO and Program Directors to prepare annual grant budgets.

- Oversees the Organization's procurement to pay and revenue recognition/collections processes.
- Generates and reviews monthly consolidated, as well as Departmental financial statements and provides interpretation of the financial results to the CFO
- Assists the CFO with the annual budget process.
- Works with the CFO to oversee the Treasury function, including liquidity management, as well as, the maintenance of the online banking portal.
- Maintains a system of internal controls to safeguard the assets of West End Neighborhood House, which includes compliance with relevant grant or donor agreements, including Uniform Guidance for federal funds.
- Serves as the primary liaison with the auditors during the annual external audit, providing all requested detailed listings and supporting documentation.
- Leads projects that automate current business processes, including the implementation of the new financial system, NetSuite.
- Manages the Accounts Payable function, including proper vendor maintenance, paying vendor invoices in accordance with their payment terms.
- Provides backup support for reviewing bi-weekly payroll and ensures that payroll is processed accurately for all employees.
- Ensures tax compliance by oversight of preparation of 1099s for relevant vendors, W-2s for employees, Forms 1095's, and Form 5500. Oversees and reviews all payroll tax filing prepared by third party payroll processor.
- Develops members of the Accounting Department so they can reach their full potential.
- Provides financial analysis and ad hoc financial reporting upon request.
- Performs other duties as assigned.

### **Required Skills & Qualifications**

- Bachelor's degree in accounting or finance with 7+ years of related experience.
- CPA certification is strongly preferred.
- Proven experience in the not-for-profit industry is required and a passion for working for a mission driven organization.
- Must have a strong understanding of US GAAP, OMB Uniformed Guidance, as well as, an in-depth knowledge of financial reporting.
- Must have strong written and verbal communication skills.
- Must have the ability to both work independently and as a team member.
- Must have strong technology skills, including proficiency in Microsoft Office Suite, Google Suite and financial systems.
- Must have strong analytical and problem-solving skills.
- Must be an empathetic, caring, and motivational leader.

### **Benefits**

- Employer contribution to 401k
- Health Insurance with Health Reimbursement Account
- Dental Insurance
- Vision Insurance
- Employer sponsored Life Insurance
- Flexible Spending Account
- Generous Paid Time Off
- Colonial products available
- Paid Holidays

West End Neighborhood House is a cutting edge not for profit with over 100 years of history making social impact in the community. WENH is an equal opportunity employer. Please visit our website at [www.westendnh.org](http://www.westendnh.org) to learn more about West End Neighborhood House.

**Other**

A satisfactory criminal background check and valid driver's license are required as a condition of hire.

If you are interested in this opportunity, please email your cover letter and resume by 03/22/24 to:

Dr. Naffeesa Massaquoi  
Chief Operating Officer  
West End Neighborhood House  
[nmassaquoi@westendnh.org](mailto:nmassaquoi@westendnh.org)