



## Heading Home

**Job Title:** Finance Controller  
**Reports To:** Chief Executive Officer  
**Hours:** Full-time

Exempt  Non-Exempt

### Summary:

*The Finance Controller is an executive-level position which is responsible for all accounting functions that ensure excellent fiscal procedures are kept and that Heading Home maintains sound fiscal projections and cash flows.*

### Essential Duties & Responsibilities:

- Guide financial decisions by establishing, monitoring and enforcing internal policies and procedures.
- Monitor and confirm financial condition by conducting internal audits; provide information to external auditors.
- Prepare annual budget.
- Participate with the board's standing finance committee.
- Provide status of financial condition by collecting, interpreting and reporting financial data; recommend action plans.
- Protect operations by keeping financial information and plans confidential.
- Ensure compliance with federal, state and local legal requirements by studying existing and new legislation; enforce adherence to requirements; file financial reports; advise management on needed actions.
- Serve on the executive leadership team.
- Supervise a team of three (accountant, clerk and contracts director) to achieve the following:
  - Manage and expedite Accounts Receivables and Accounts Payables.
  - Ensure all revenue and expenses are coded to correct funding pools. Reconcile remaining funds balance. Reconcile quarterly funding closeouts.
  - Monitor and ensure grant and contract financial compliance and expenditures.
  - Prepare all documentation in support of invoices and billings and submit to the customer.
  - Review all contract financial modifications.
  - Manage annual certifications, audits, timely filing of IRS and other financial and certification reports as required by funding sources.
  - Achieve budget objectives by scheduling expenditures, analyzing variances and initiating corrective actions.
  - Payroll processing.

**The responsibility of all Heading Home employees includes the following:**

- Always represent and promote Heading Home in a positive and professional manner.
- Maintain good attendance and punctuality in keeping with Heading Home Policies.
- Attend all staff and organizational meetings as required.
- Observe and practice safe work habits and practices in compliance with regulations, statutes and organizational policies.
- Maintain client, resident, guest and organizational confidentiality in compliance with organizational policies and procedures.
- Read, understand and comply with all guidelines of the Heading Home Employee Handbook.
- Contribute to team effort by accomplishing related results as needed.

**Qualifications:**

To perform this job successfully, the individual must manage fiscal and budgetary processes, financial software, audits, accounting, corporate finances, develop fiscal standards, develop and track budget expenses, and analyze financial information. Requires payroll system experience.

**Preferred Education and/or Experience:**

- Bachelor's Degree in accounting; CPA preferred.
- Five years of experience in a nonprofit setting, with management of staff.
- Demonstrated experience with budgets near ten million dollars, with at least ten or more funding streams.
- ADP WorkForce Now.

**Skills**

- Versatile in QuickBooks.
- Able to construct budgetary and accrual cash flow reports.
- Skilled in multi-tasking and managing competing demands and deadlines.

**Other Requirements**

- Must be willing to participate in workshops and training sessions.
- Must maintain high standard of privacy and security.
- May require use of personal cell phone.
- May include some travel.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Finance Controller

Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Chief Executive Officer