



We house, feed, and support those in need with compassion and dignity.

Job Description

Title: **Controller**

Reports to: **CFO**

FLSA Status: **Full-time, Exempt**

EEO Code: **2**

Overview:

St Vincent de Paul, Louisville (SVDP) is one of the longest serving social charities in Louisville. Through our homeless shelters, supportive housing programs, professional case management, clinical services, after-school programming, Open Hand Kitchen, Food Pantry, and retail thrift stores, we house, feed, and support those in need with compassion and dignity.

Position Summary:

The **Controller** maintains all accounting systems, records, and controls. The position offers supervision and direction to the Accounting and Payroll department employees. This is a key role in the organization reporting to the Chief Financial Officer and supporting the senior leadership group, the board of directors, various board committees, functions, and employees. The Controller is responsible for historical financial record keeping, present obligations departmental and organizational process improvement, and future strategic financial guidance including financial planning and budgeting.

Essential Duties and Responsibilities:

- Manage the financial operations of the Agency including but not limited to:
 - Preparation of budgets
 - Disbursement of funds
 - Legally required reporting
 - Preparation of tax forms, i.e. Form 990
 - Preparation and filing of all grant compliance forms
 - Financial reporting to the Board of Directors and various Board Committees
 - Preparation of annual reports
- Supervise payroll operation
- Work with the outside auditor and the Finance Committee of the Board to complete the agency's annual audit.
- Manage the departmental budget preparation process
- Produce monthly management financial reports including revenue and expense, budget variances, balance sheet, and analytical financial commentary
- Assist the Director of Development and COO with financial reporting information for grant writing and other funding requests
- Supervise the process of paying invoices, assuring that payments are completed on a timely basis with proper accounting controls
- Supervise other accounting office staff, both permanent and temporary, when and if needed
- As a member of the management team:
 - Serve as an advocate for the Council in the wider community spreading awareness of this organization, its mission, goals and achievements
 - Participate in regularly scheduled staff meetings

- Serve as a financial consultant on special tasks forces and in senior management business cases, capital budgeting and related decision-making matters
- Assist in the development of employees
- Oversee grant billing process
- Cash management including working capital, borrowings and repayment processes
- Manage secure systems including positive pay and other online banking operations
- Other duties as assigned

Specific Knowledge, Skills, Abilities:

- Expert knowledge of general accounting principles, reporting, internal controls and related procedures
- Demonstrated success in accounting, general ledger, payables, fixed asset, receivables and related systems and financial management
- Excellent financial analytical and reasoning abilities
- Knowledge of HUD grant regulations & Tax Credits
- 501(c)3/Non-Profit accounting experience
- Must be able to work under pressure and meet deadlines
- Must possess strong time management; must be detail-oriented
- Excellent interpersonal skills
- Resourceful and well organized
- Commitment to the mission, values and goals of St Vincent de Paul

Education, Qualifications, Certifications, Trainings, Licenses:

- Bachelor's degree in Accounting, Business or related field
- Certified Public Accountant, Certified Management Accountant, Chartered Global Management Accountant, or equivalent, preferred; AICPA Not-for-Profit Certificate I a plus.
- A combination of education, training and experience that results in a demonstrated efficiency to perform the work may be substituted
- Successfully pass any required pre-employment background and drug screening
- Valid Driver's License

Reporting to this position: Accounts Payable Specialist, Payroll Specialist, Accounts Receivable and Reconciliation Accounting Specialist and Grants Accountant Specialist.

Physical Demands/Effort/Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.**

While performing the duties of this job, the employee is regularly required to operate a motor vehicle, talk and hear. The employee is regularly required to stand, walk, sit, use hands and fingers, and reach with hands and arms.

The job may be performed in areas/neighborhoods that could be considered threatening. Work may occasionally be performed at night, on weekends, and in inclement weather.

The requirements listed are representative of minimum levels of knowledge, skills, and/or abilities. This position description is not meant to imply that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and duties requested by the

supervisor. This job description is not a contract for employment. It does not alter or affect the “at-will” doctrine adhered to by SVDP.

Benefits/Additional Information:

In addition to a sense of purpose and pride that comes from serving others, eligible employees enjoy paid holidays, paid leave, paid Life/Short/Long Term Insurance as well as access to SVDP’s Section 125 Health and 401(k) Retirement Plans.

SVDP will conduct a thorough background investigation as part of its application process. Investigations are not limited to but will include review and verification of the following: previous employment, character references, motor vehicle reports, personality and aptitude testing, drug screening, and a comprehensive criminal background check.

Apply online: <https://www.svdplou.org/careers/>

Email cover letter and resume to: hr@svdplou.org

SVDP is proud to be an Equal Employment Opportunity, Affirmative Action employer and absolutely committed to diversity. We do not discriminate based on race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.