

**POSITION:** Controller

**STATUS:** Full time

*Founded in 1998, Latinos Progresando is a nonprofit organization that delivers high quality information and resources for people to build secure, healthy and productive lives. Latinos Progresando provides quality, affordable immigration legal services, reaching families from more than 40 countries around the world. Additionally, the organization leads a 45-organization coalition called the Marshall Square Resource Network, offers arts and cultural programming, and provides scholarship funding to promising students from immigrant families.*

### **Position Summary**

The Controller will oversee and manage the day-to-day and long-term financial and administrative operations of the agency. The Controller will also maintain accounting records and internal controls in accordance with generally accepted accounting principles, and prepare timely financial statements on a monthly basis by performing the following duties personally or through subordinate staff. This position reports to the CEO.

### **Essential Duties and Responsibilities**

#### Fiscal Duties

- Directs all financial activities and accounting functions, including general ledger, accounts payable/receivable, purchasing, payroll, bank reconciliations, audit, insurance and tax reports and planning and monitoring of cash flow
- Formulates, recommends and implements sound fiscal policies, procedures and controls
- Prepares annual budget in coordination with senior managers, program directors and Board Finance Committee
- Develops agency-wide budgets and oversees input of approved budget into accounting system
- Appraises the organization's financial position and generates and presents monthly fiscal reports to the CEO, board and senior managers; reports will include revenue and expense reports, cash position and variances against budget
- Develops and oversees the implementation of long-term financial plans to achieve agency's objectives
- Develops and maintains a system for managing fixed assets
- Trains and supervises staff on fiscal procedures, budget management and use of accounting software
- Ensures adherence to internal fiscal quality control systems throughout the agency (an internal audit, efficiency role)
- Performs month-end closing process; issues pre-determined financial reporting package

- Resolves all issues, disputes and requests involving tax and reporting obligations with the IRS and other government agencies
- Other duties as assigned

**Grants Compliance Duties**

- Works with Development and Program to ensure that fiscal requirements for grants and contracts are identified, realized and monitored
- Provides guidance to the Grants Manager in the preparation of periodic reports to funding sources
- Oversees the reporting of outstanding funding receivables, on a grant-by-grant basis
- Supervises the monitoring of all contracts to ensure compliance with fiscal and programmatic reporting

**Audit-related Duties**

- Works closely with auditors on completion of the annual agency-wide audit
- Prepares supporting schedules as necessary
- Coordinates government agency and other outside audits

**Supervision**

This position supervises the Bookkeeper

**Salary**

TBD, commensurate with experience

**Minimum Education/Experience Requirements**

- Bachelor's degree in accounting or finance from an accredited college
- 4-5 years experience in an executive, managerial, administrative or supervisory capacity

**Other Qualifications**

- CPA and/or MBA preferred
- Familiarity with the nonprofit sector
- Experience with Quickbooks
- Excellent verbal, written and interpersonal skills, and the ability to communicate technical budget and financial information to board and staff

**Interested candidates should submit a cover letter and resume to [marcy@latinospro.org](mailto:marcy@latinospro.org), with the subject line: Controller**