



Job Title: Non-Profit Controller

Level: Mid-Level

Location: Washington, DC

Reporting to: Chief Operating Officer

Main Purpose of the job: WEConnect International is seeking a detail-oriented Controller to maintain and oversee a non-profit entity's financial processes, procurement and contract management and associated resources. The Controller is considered a leader within the organization and will manage the company's financial transactions, invoicing, accounts receivable, accounts payable, and cash disbursements processes and, will provide senior management with strategic financial input while ensuring financial accuracy. In addition, the Controller oversees the procure to pay lifecycle for compliance and enforcement. And management of one direct report.

Duties/Responsibilities:

Daily Responsibilities

- Manage and monitor all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements as well as the requirements of contributions and government contracts
- Maintain internal control safeguards for the receipt of revenue, costs organizational budget and actual expenditures
- Establish financial and operating benchmarks, budgets, program monitoring, and reporting standard.
- Implement consistent accounting policies, practices, and procedures across all programs, upholding federal, state, and local legal standards by remaining knowledgeable about existing, new, and future legislation
- Develop and enforce internal controls to maximize protection of company assets, policies, procedures, and workflow
- Oversee and support accounting team with dynamic leadership that creates an environment of trust and productivity
- Provide client relations support

Monthly and Year-End Close Processes

- Record each domestic USA based employee's salary and fringe costs by program in QuickBooks based on the job costing payroll reports provided by Insperity.

- Record each foreign (outside the USA) employee's salary and fringe cost by program manually in QuickBooks based upon approved timesheets provided by management
- Record and reconcile the Organization's payroll, accrued retirement plan contributions and accrued leave (prepared and processed by Insperity and management) twice per month pay periods ending on the 15th and the last day of the month. Will also update the Organization's QuickBooks accounting software after each payroll run
- Reconcile project grants related to deferred revenue and donor restricted net assets, recognizing unrestricted revenues when earned on a monthly basis by grant and/or program.
- Update the general ledger on a monthly basis, which will includes reviewing the reconciliations of cash, investments and credit statement accounts and assisting Accounting Coordinators in the reconciliation of all other asset and liability accounts.
- Responsible for proper completion of monthly cash and investment account reconciliations
- Responsible for proper completion of additional balance sheet account reconciliations related to the cash receipts and restricted grants processes including accounts receivable (grants /bequests/ misc.), deferred revenue, etc.
- The preparation of timely and accurate monthly unaudited (internal use) financial statements using QuickBooks and separately prepared financial statements outside of QuickBooks
- Perform month and year-end closing procedures and work closely with outside accounting group to generate monthly financial reports and assist in oversight of financial departments
- Assist in researching account details and ensure accounts appropriately reflect activities
- Manage the distribution of monthly budget vs. actual analysis reports
- Prepare the Organization's unaudited indirect cost rate on an annual basis based on management's allocation of costs between program and G&A
- Upon fiscal year-end closing, prepare schedules for the outside auditors and represent the Organization in the conduct of the annual audit
- Development of its following years' budget template and operating budget
- Assist in year-end audit process
- Assist in annual Form 990 creation

Contract Management and Compliance

- Serve as Procurement Officer for the organization
- Develop RFP processes
- Develop and negotiate contracts
- Ensure contract compliance with Government contracts
- Develop practices and procedures for internal efficiencies

Supervision and Coaching

- Communicate duties and responsibilities to one direct report and monitor performance
- Provide regular coaching and counseling
- Prepare and deliver annual performance appraisals direct report

Other

- Undertake special projects as assigned
- Continually identify and implement process improvements

Key Qualifications:

- Bachelor's degree in business, accounting, or related field
- 6+ years proven non-profit accounting experience
- CPA highly preferred
- Working knowledge of finance law and regulatory standards (GAAP)
- Strong verbal and written communication and time management skills
- Exemplary history of financial project management
- Working knowledge of federal, state, and local tax compliance regulations and reporting
- Strong analytical skills
- Excellent communication and interpersonal skills, customer focus
- Proven ability to motivate and monitor staff development.
- Keen analytical and problem-solving skills.
- Strong excel skills
- Experience supervising Accounts Payable and/or Account Receivable
- Ability to prepare training materials and facilitate training for both team members and other departments (non-accountants)

This job just might be for you if you:

- Bring both patience and a sense of humor to work each day.
- Volunteer for new challenges without waiting to be asked.
- Value schedules and timelines.
- Are dependable and not easily thrown by an unexpected shift in priorities
- Comfortable in a fast-paced environment and with tight deadlines
- Understand the importance of upholding mission while being both accurate and efficient.
- Want to take ownership of a leadership role.

About us: WEConnect International, a member-led global non-profit, helps women-owned businesses access and succeed in global value chains. WEConnect International has, since 2009, provided business education, certification, and business connections to companies based outside the United States that are at least 51 percent owned, managed, and controlled by one or more women. WEConnect International corporate members represent over \$1 trillion in annual purchasing power and are true pioneers in inclusive sourcing and global supplier development. www.WEConnectInternational.org

Core Values and Culture: As we continue to grow our impact, WEConnect International will attract and hold accountable members, partners, staff and stakeholders based on these core values, which help to define our culture, brand and operational strategies.

- Embrace Diversity and Inclusion to Unleash Potential

- Demonstrate Passion for Women's Economic Empowerment
- Make a Positive Difference in the World
- Deliver Stakeholder Value
- Exemplify Integrity in Everything We Do
- Pursue Teamwork with a Shared Vision and Purpose
- Embrace Openness, Trust and Candid Communication

How to Apply: Qualified candidates must submit a resume and cover letter with salary requirements to jobs@WEConnectInternational.org. Please note that documents need to be received in PDF form. **Use subject line:** CONTROLLER_ YOUR NAME

No phone calls, please. We regret that we are unable to respond to individual inquiries about the position.

WEConnect International is an Equal Opportunity Employer. All aspects of employment will be based on merit, competence, performance, and business needs. We do not discriminate based on race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.