



Indiana Association for the Education of Young Children

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## Position Description

**Title:**           **Controller**

**Primary Role:**   The Controller assists in the direction and oversight of all fiscal functions of the organization in accordance with GAAP, along with nonprofit fiscal management practice. Administer the day-to-day fiscal operations of the Association; ensure effective internal controls are in place, monthly reconciliations, monitor budget and assist the Chief Financial Officer in the development of financial and contract management operations for effective fiscal accountability.

**Position Status:** **Full Time/Exempt**

**Reports To:**    **Chief Financial Officer**

### Qualifications:

1. Bachelor's degree in accounting or other related field required.
2. CPA required.
3. Master's degree preferred.
4. Public accounting experience preferred.
5. Minimum of 2-5 years of experience as a Controller.
6. Proven ability as an accounting manager for a \$2 - \$10 million non-profit organization with state and federal contracts, preferably with fund accounting experience.
7. Proven ability as the lead accounting professional with substantial experience and tangible accomplishments.
8. Proficiency in contract and financial management software, including the Blackbaud Financial Edge software.
9. Demonstrated skills in grant management and program implementation.
10. Demonstrable experience with nonprofit contracting and financial auditing, especially the Single Audit (formerly OMB A-133 Audit) process.
11. Applicant will be subject to a fingerprint-based national and state criminal history check as required by the Indiana Family and Social Services Administration (FSSA), Office of Early Childhood and Out of School Learning (OECOSL).

### Job Responsibilities:

1. Assists the CFO in overseeing fiscal reporting activities for the organization including P&L statements, balance sheets, cash flows payroll, and various reports to funding agencies.
2. Perform monthly accounting processes: record journal entries, trial balance management, General Ledger account reconciliations, sub ledger reconciliations and maintenance, and financial report analysis.



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3. Manages the monthly reconciliation of the expenses and reimbursements/revenue for the various funding streams.
4. Performs the monthly bank reconciliations for the Association's various bank accounts.
5. Assist the CFO in the development and implementation of the Association's cost allocation system.
6. Assist the CFO in planning for the phases of the annual audit and tax return preparation.
7. Perform fiscal year-end General Ledger reconciliations and supporting documentation for the annual audit and tax return preparation.
8. Analyze and evaluate the company financials as related to company objectives and budgets.
9. Assist in planning and gathering documentation for all federal and state tax returns completed by the CPA firm.
10. Manage chapter bank reconciliations and communication with chapters.
11. Prepare and/or oversee the preparation of the annual property tax return by a CPA firm.
12. Oversee the filing of the annual 1099-MISC and 1099-NEC forms.
13. Serve as backup for the Senior Accountant, as needed.
14. Responsible for assisting in continuous improvement and monitoring processes and systems/controls to be used in internal auditing throughout the Association.
15. Provide leadership in the development of continuous evaluation of short and long-term strategic financial objectives.
16. Stay abreast of changes in the not-for-profit sector through involvement in industry organizations to enable benchmarking Association practices against industry standards and requirements.
17. Ability to stand or sit for long periods of time.
18. Ability to lift and carry up to 50 pounds.
19. Other duties as assigned.

#### **Skills and Attributes:**

1. Demonstrate strong attention to detail.
2. Demonstrated successful ability to input data with a high accuracy rating.
3. Ability to be highly analytical and organized.
4. Successfully work in a team setting.
5. Strong communication skills.
6. Able to work with minimal supervision.
7. Highly ethical with a strong commitment to the mission of the Association.
8. Ability to multi-task, flexibility to adapt to change in procedures.
9. Demonstrated successful ability to organize and prioritize work to ensure timely deadlines.



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The Indiana Association for the Education of Young Children is an equal opportunity employer. Indiana AEYC is committed to the practice of fair employment, compensation and promotion without regard to race, color, religion, gender, national origin, disability, marital status, sexual orientation, gender identity, genetic information, ancestry, age, status as a veteran or any other category protected by Federal, State and local laws.