



Assistant Controller

Reports To:	Controller
Department:	Finance/ Accounting
FLSA Classification:	Exempt
Salary:	\$110,000-\$125,000 annual
Date Updated:	10/27/2023

Job Description

Summary/Objective

The Accounting Office is a central support service resource that works closely with all of Hanna Center's ("Center") operations and other support departments to carry out the Center's mission to care, treat, and help youths and other members of our surrounding communities. The Center oversees three major Programs: Residential housing, a Community Mental Health Hub, and the Hanna Institute. In addition, the Center's accounting team provides accounting services to the Hanna Academy (a Non-Public School).

The Assistant Controller is a critical member of the finance department responsible for various accounting and financial activities, contributing to accurate financial reporting in accordance with GAAP (Generally Accepted Accounting Principles) for Not-For-Profit organizations, assisting with the annual audit, and ensuring compliance with all relevant regulations and internal policies and procedures. Under the guidance and in partnership with the Controller, the Assistant Controller performs a variety of tasks as they relate to the Center's needs: month end closing processes, such as, but not limited to, posting adjusting journal entries, balance sheet reconciliation and review, fixed asset management, restricted fund and grant accounting and reporting as well as various financial reporting needs required by Management. Interacting daily with a diverse community of students, colleagues, and clients, this role is committed to providing accurate and timely financial information with responsive attention and flexibility to the varying needs of the organization.

Principle Duties and Responsibilities

- General Ledger and Journal Entries
 - Record and maintain general ledger entries and supporting documentation.
 - Review and approve general ledger entries submitted by junior team members.
 - Reconcile accounts and resolve discrepancies.

- Grant and Restricted Fund Accounting
 - Manage grant-related financial activities, including tracking, reporting, and compliance.
 - Work in close partnership with grant writer(s), development team, and program managers to process accurate monthly grant invoicing for reimbursement.
 - Maintain separate restricted fund records and reconciliations, as well as payroll allocation schedules.
- Month End Closing and Financial Reporting
 - Review general ledger accounts for accuracy and proper flux analyses/comments.
 - Review balance sheet and bank account reconciliation schedules for accuracy and completeness.
 - Support team in determining accurate accrual and amortization schedules.
 - Assist in preparation of financial statements, including investigating, analyzing, and explaining variances.
 - Assist in answering financial queries from program managers.
 - Collaborate with the Controller to ensure accurate, timely, and comprehensive financial reporting.
- Payroll Reporting and Posting
 - Review and post semi-monthly payroll journals.
 - Post and maintain accurate PTO accrual balances.
 - Partnering with People Operations to investigate discrepancies, if any, as compared to departmental budgets.
 - Partnering with Controller to continue improvements in automation and reporting.
- Budgeting and Forecasting
 - Participate in the annual budgeting process.
 - Provide support by reviewing past activity for trends and budgeting for future year.
 - Assist department heads by providing necessary information for budgeting purposes.

- Annual Audit
 - Provide documentation and support during audit procedures.
 - Support Controller in addressing follow-up queries and requests.
- Financial Controls
 - Maintain strong internal financial controls.
 - Identify areas for process improvement and suggest enhancements.
- Accounts Payable and Accounts Receivable
 - Support accounts payable and receivable as back up support, offering guidance as questions come up.
 - Review GL coding to budget
- Software and Tools
 - Familiarity with accounting software administration. Sage Intacct experience a plus, but not required.
 - Proficiency in Microsoft Excel required.
 - Strong familiarity with ADP payroll management software preferred.

Qualifications/Skills and Abilities

- Bachelor's degree in accounting, Finance, or related field.
- CPA or CMA highly desired.
- Strong knowledge of GAAP for Not-for-Profit organizations and related accounting procedures highly desired.
- Proficient in Microsoft Office: Word, Outlook, and Teams. Intermediary Excel knowledge required.
- Prior experience in non-for-profit accounting or a similar role preferred.
- 7+ years progressive accounting experience.
- Strong analytical and problem-solving skills.
- Comfortable working in a fast-paced environment with appreciation for teamwork and learning from each other.
- Ability to identify priorities and manage periodic competing deadlines. Thrive in dynamic environments, retaining flexibility to adjust to the needs of the organization while upholding expected quality standards.
- Clear, articulate written and verbal communication skills required. Interpersonal skills rooted in desire to collaborate and creatively problem solve with diverse constituencies.

Physical Requirements

- This position requires the ability to sit, bend, squat, stoop, and walk-up a flight of stairs and be able to safely lift 50 pounds and carry 20 pounds. Reach with hands

and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

- Must have a valid Driver's License and ability to be insured by Company policy.
- Must clear background check for a Community Care Licensed facility, including physical, TB, and drug test.
- Must be 21 years of age or older.

Work Environment

- Typical office environment. Based on business needs, your responsibilities may require offsite meetings, conferences, or training.

Affirmative Action/EEO Statement

Hanna is an equal-opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Ready to Apply?

Send your resume and cover letter to: jobs@hannacenter.org