



POSITION OPEN CONTROLLER

Purpose of Controller

The Controller plays an important role in financial reporting, managing cash, mitigating risk, and handling all day-to-day accounting details.

Ideal Candidate:

The Controller is a consummate accounting professional with technology and operations acumen, ideally someone who has successfully worked in the accounting arena in a non-profit organization. This position requires both technical skills, and a high level of confidentiality, independent judgment, strong organizational skills, and interpersonal effectiveness. The ideal candidate is someone who thrives in an environment where work requires strategic, tactical, and operational tasks—this position requires someone who brings the capacity to be a controller while at the same time handling accounts receivable, accounts payable, data entry, general ledger management and other bookkeeping type tasks.

Qualifications include:

- Thorough knowledge of accounting principles and procedures
- Experience with creating financial statements and other financial reports
- Experience with general ledger functions, month-end, and year-end close processes
- Excellent accounting software user and administration skills
- Experience with system migrations preferred
- Experience with Sage Business and Quick Books Accounting software preferred
- Proven work experience as accounting specialist and/or financial controller
- Five years of overall combined accounting and financial experience
- Degree in Accounting (Advanced degree or CMA preferred)
- Technologically savvy
- Advanced Excel user skills
- Excellent written and verbal communication skills (including the ability to share and present information 1:1 and in front of small groups)
- Ability to show trends and information in graphic and report format

Responsibilities:

The Controller will ensure accuracy of financial reporting, track trends, and interpret data, providing explanations and insight to the Executive Director and Finance Committee.

Primary responsibilities include:

1. Manage all accounting operations including Billing, A/R, A/P, G/L, cost accounting and reporting.
2. Coordinate and direct the preparation of the annual operating budget and financial forecasts.

3. Prepare and publish timely monthly, quarterly, and annual financial statements and report variances.
4. Coordinate and respond to annual auditing report needs.
5. Research and proactively communicate technical issues for compliance and best accounting practice.
6. Ensure quality control of all financial transactions, including but not limited to reviewing invoices against contracts and service work orders, facilitating invoice approval process, and conducting all business in accordance with the Temple's Financial Controls policy.
7. Develop and document business processes and accounting policies to maintain and strengthen internal controls
8. Work closely with Executive Director to create and implement reporting priorities and reporting protocol for both professional staff and lay leaders.
9. Create and implement contract management system to maximize operational and financial performance and reduce risk.
10. Maintain documentation and serve as point-of-contact for vendor contracts, payroll and benefit records, auditor paperwork, bank statements, and other documentation as necessary.
11. Prepare year-end statements and other reports for congregants, lay leaders and professional staff.
12. Manage and comply with government reporting requirements and tax filings
13. Maintain accounting records and reports for operating account, restricted funds, endowment filings, capital campaigns, discretionary accounts, ancillary accounts (Gift Shop, Sisterhood, Brotherhood) and other accounts as necessary.
14. Serve as administrator of CRM accounting functions.
15. Support special initiatives and special projects, including but not limited to participation in Temple Beth El and Shalom Park-wide priorities.
16. Additional controller duties as necessary

Reporting Relationships

Temple Beth El uses a matrix management model where the Senior Rabbi and Executive Director work in tandem as peers to manage the clergy and staff. Each person has one primary report-to relationship and may receive coaching, mentoring, and direction from multiple leaders. The Controller reports directly to the Executive Director and may supervise the work of administrative personnel as assigned.

Compensation:

This is a full time position with competitive salary. Benefit package includes medical insurance plan, 403b, and paid PTO.

Application:

This position is open until filled. Submit letter of interest, resume, and salary requirements to:

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