United Way of Greenville County
Controller

FLSA Status: Exempt, Full-Time
Date Revised: December 2020


Reporting Relationships: Employee reports to the Vice President of Finance.

Other Key Relationships:

External: Volunteers, donors, auditors, agency representatives and financial institution representatives.

Internal: Finance staff, Data & Technology Staff, Campaign staff, Community Impact staff and all Senior Leadership.

Essential Job Functions:
- Plan, direct and administer functions of the finance team. Develop and implement strategies to strengthen internal controls and increase the efficiency and effectiveness of finance processes. Assist with annual budget preparation.
- Supervise the processes for campaign accounts receivable, billings, collections, pledge and designation processing, accounts payable and designation payouts, and preparation of related internal and external reporting.
- Oversee the processes and systems for accounting for non-traditional funding sources, fiscal agent relationships, etc. including compliance and reporting. This includes grants, community initiatives, sponsorships, stock donations, life insurance programs, etc.
- Manages the annual financial audit and preparation of IRS Form 990. Ensure collection and preparation of all work-papers, reports, back-up documentation, and analysis required for the completion of the financial audit and IRS Form 990 submission.
- Develop and maintain timely and accurate financial statements and reports in accordance with generally accepted accounting principles (GAAP).
- Ensure compliance with internal controls and policies.
- Manage payroll functions including the bi-weekly preparation and processing, related records, reports, tax deposits and wage statements.

Additional Job Functions: Although not Essential Job Functions, employee may also be responsible for the following from time to time:
- Perform other duties as assigned.
**Required Experience and Education:**

- Bachelor’s degree.
- Five + years of experience in non-profit accounting.
- Certified Public Accountant or Certified Management Accountant - Preferred
- Five years of supervisory experience.
- Strong proficiency in accounting software applications.
- Strong proficiency in Microsoft Office applications.
- Experience with CRM technology such as StratusLive, MicroSoft Dynamics preferred.
- High degree of personal responsibility and integrity.
- Excellent verbal and written communications skills.
- Must work well under pressure, be flexible, creative, enthusiastic, and knowledgeable of the community and possess a high energy level.
- Professionally supportive of corporate missions, policies, staff etc.
- Problem solver with demonstrated ability to take initiative and achieve goals.
- Outstanding project management skills; extremely organized with ability to manage multiple priorities.
- Flexibility to adjust schedule to work evenings and weekends as needed.
- Regular and sustained attendance.

**Competencies:**

- **Collaborative/Inclusive Outlook** – Works in a way that builds trust, relationships and confidence; promotes an environment that is free from personal or professional biases; actions are both open and transparent.

- **Communication** – Speaks clearly, writes effectively and persuasively in positive or negative situations; listens to executives, co-workers, employees and outside advisors in order to effectively and efficiently share information and ideas; demonstrates effective group presentation and meeting skills.

- **Results-Oriented Thinking and Behavior** – A genuine concern for effectiveness; possesses the desire to get the job done with excellence; mentally, is focused on getting the best results for actions taken; does not settle for mediocrity.

- **Analytical and Problem Solving** – Synthesizes complex or diverse information. Identifies and resolves problems using good judgment in a timely manner.

- **Innovation and Initiative** – Comfortable and proactive with developing, recommending and introducing new ideas and/or methods. Takes proactive steps to manage and/or improve all work tasks and operations.

- **Delegation** – Appropriately delegates work assignments, gives authority to work independently, sets expectations and monitors delegated activities.

- **Teamwork** – Works cooperatively with others in the organization to achieve the organization’s mission, values and goals.

**HOW TO APPLY**

Submit your resume and cover letter directly to talent@unitedwaygc.org with Controller in the subject line. Qualified candidates that bring a diversity of thought, experience and background are encouraged to apply.

*United Way of Greenville County offers competitive compensation based on prior experience and qualifications as well as comprehensive benefits in order to best support our people. Benefits we offer include: health, dental and vision insurance where United Way of Greenville County pays generously towards the cost of these benefits for employees and their families.*

*United Way of Greenville is an equal opportunity employer and value diversity. All employment is decided on the basis of qualifications, merit and business need.*