Financial Controller

Under the general direction of the Chief Operating Officer, the Financial Controller is responsible for overall financial functions in accordance with generally accepted accounting principles. The responsibilities require hands-on accounting and management. This position provides key staff support to the Finance, Human Resources, and IT Committees of the Board of Directors.

All positions at ICS are expected to interact with participants, volunteers, and staff in a professional manner, reflecting ICS’s Core Values Respect, Integrity, Compassion, Collaboration, and Innovation. Volunteers and donors are integral to successful mission-delivery of ICS services. Employees are expected to interact with all volunteers and donors in a manner consistent with ICS core values.

Duties and Responsibilities:

Accounting Operations

• Oversee the operations of the accounting functions (payroll, accounts payable and receivables, processing of donations, recording in-kind donations and services) to ensure that all financial functions are in accordance with generally accepted accounting principles, state and federal regulations and law.
• Ensure uniformity of transaction coding in the financial system and that the coding is in compliance with generally accepted accounting principles.
• Ensure maintenance of appropriate internal controls and financial procedures.
• Prepare the monthly, quarterly and annual financial information for the Finance Committee and Board of Directors.
• Supervise and develop the accounting staff.
• Prepare grant budgets and review grant budgets as need

Financial Planning and Reporting

• Responsible for overall agency financial planning, budgeting, analyses, forecasting, and cash management.
• Manage required financial reporting to government funding agencies, financial partners, foundations, and other funders.
• Manage banking relationships.
• Oversee the internal monthly audit process and manage the annual audit process and filing of tax returns.
• Review agency and grant contracts for financial, legal, and other requirements.
• Oversee the management and reporting of the ICS Endowment, coordinating with the investment advisor.
• Provide key staff support to the Finance Committee’s monthly meetings.
Administrative Functions

- Monitor and maintain appropriate and adequate insurance coverage.
- Participate with long-term and strategic planning to ensure infrastructures are reliable and able to support the agency’s mission and strategic plans.
- Responsible for working effectively with key management and with the Chief Executive Officer.
- Monitor, maintain, and negotiate leases for the organization

Qualifications:
Knowledge, Skills and Abilities:

- Excellent experience and knowledge of generally accepted accounting principles for non-profit organizations
- Strong written and oral communications skills and strong organization skills
- Excellent computer skills (MIP Fund Account or similar accounting programs, Excel and other Microsoft Office programs)
- Ability to meet deadlines, proven aptitude for accuracy and detail
- Analytical, financial and strategic planning skills
- Strong supervisory skills
- Ability to be a team player in a fast-paced and collaborative environment
- Ability to multi-task and be flexible
- Empathy and support for the economically disadvantaged and seniors
- Ability to work with people of widely varied ages, ethnic and cultural backgrounds

Minimum Qualifications:

- Minimum five years of experience in public or private accounting and a minimum of two years supervisory experience in accounting, finance and business management (including IT).
- Non-profit experience highly desired.
- College degree in finance or accounting or equivalent experience. Preferred CPA or MBA
- Ability to obtain and maintain an Arizona Level 1 fingerprint clearance, Arizona driver’s license, reliable transportation, clean driving record and current auto insurance. (required)

Reports to: Chief Operating Officer

Supervises: Accounting Coordinator, Accounting Assistant

Work Schedule: Full time, Monday through Friday, 40 hours per week

FLSA Status: Exempt

Compensation: Depending on qualifications and experience. Benefits provided include group health insurance, Simple IRA, generous Paid Time Off, and paid holidays.

Send resume, salary requirements and three professional references to: recruiting@icstucson.org. This position will remain open until filled, however, we will conduct first reviews of applications starting Friday, July 15, 2022.