

SOUTHERN ARIZONA AIDS FOUNDATION

CONTROLLER JOB DESCRIPTION

Scope of Work: The Controller is responsible for ensuring accurate and timely financial reporting carried out in accordance with generally accepted accounting principles; improving the financial environment of the agency by enhancing and establishing policies, procedures, controls and reporting systems; ensuring adherence to internal controls and compliance with legal and regulatory requirements for all accounting and financial reporting functions. The Controller serves as a strategic business partner within the finance team, responsible for providing financial analysis, planning, forecasting and reporting while collaborating with the Director of Finance and Operations, and other department managers/Directors. The Controller position is a full time, exempt position

- Enhance and develop, implement, and enforce policies and procedures of the agency by way of systems that will improve the overall operation and effectiveness of the agency. Ensure adherence to internal controls to assure the integrity of financial information.
- Assist in evaluating and advising on financial aspects of policies and decisions affecting the entire agency.
- Safeguard assets and ensure accurate and timely recording of all transactions by implementing disciplines of internal reviews and financial controls across departments and locations. Strengthen internal financial management and coordination between programs and finance.
- Ensure uniformity of transaction coding in the financial system and coding is accurate and in compliance with generally accepted accounting principles.
- Manage the accuracy and productivity of day-to-day activities of accounts receivable and payable, cash management, inventory integrity, accruals, fixed asset records, restricted assets, revenue recognition, debt repayment, grant management, expense allocation, payroll and general accounting functions.
- Responsible for the timely completion and review of monthly reconciliations, month end closing, and monthly financial statements and information.
- Ensure timely review and submission of monthly grant and contract billings, and compliance with grant awards, state and federal regulations and law.
- Provide oversight to ensure timely and accurate completion of bi-weekly payroll, and all related transfers, activities, and quarterly and annual reporting requirements
- Work closely with the Director of Finance and Operations on the completion of the annual audit, and coordination and preparation of the annual operating and capital budgets.
- Supervise and train assigned staff members, ensuring performance by coaching, counseling, and creating performance improvement plans.
- Participate in a wide variety of special projects and compile a variety of special reports.
- Performs other duties as assigned
- Reports to the Director of Finance and Operations

Minimum Qualifications:

- Three years of experience in a senior level accounting position managing financial accounting, budgets, grant and contract billings, and audits.
- Knowledge and experience with standards and compliance issues related to NPOs.
- Ability to work autonomously to organize and prioritize work, perform multiple tasks, meet deadlines, identify and resolve problems and coordinate efforts with other staff members.
- Strong analysis skills with a ability to identify errors and omissions in data and reports.
- Excellent verbal and written communication skills.
- Advanced proficiency in Microsoft Word and Excel
- Positive attitude, solution-oriented and willingness to collaborate with team members and agency staff to identify issues and develop solutions.
- Sensitivity to cultural and personal differences.
- Proof of COVID-19 vaccination, with the possibility of applicable and approved exemption accommodation request.

Preferred Qualifications:

- Current CPA license, Master's degree, or MBA
- Experience with Abila Accounting Software.

Compensation: Pay Grade 112, starting range \$73,486 – \$91,858 DOE. Benefits include health, dental, and life insurance; long- and short-term disability insurance.

To Apply: Submit letter of interest, resume with dates of employment, and names, addresses, and phone numbers of three professional references to the Director of People and Culture, Southern Arizona AIDS Foundation, 375 S. Euclid Ave., Tucson, AZ, 85719, email to hr@saaf.org or visit www.saaf.org. Open until filled.

Affirmative Action: The Southern Arizona AIDS Foundation is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability.

People who used to use drugs, former sex workers, people of color, women, members of the LGBTQIA communities, those who have experienced housing insecurity, people who have received harm reduction services, and people living with HIV/AIDS and/or hepatitis C are strongly encouraged to apply.

Start Date: As soon as possible.