



UrbanPromise

URBANPROMISE MINISTRIES JOB POSTING

Position Title: Controller Department: Finance & Development

Reports To: VP of Development and Finance Salary Range: \$92,000-94,000-+ Total Rewards Package including not limited to PTO+ Benefits and 401 (K) & Employer Match

Position Summary:

The Controller leads the Finance Department, ensuring operations that work in sync with all other departments to optimize mission impact at UrbanPromise. With a small finance department, this position is ideal for someone who enjoys a variety of roles, engaging with leaders and staff across the organization, and is energized to support UrbanPromise's mission "to equip Camden's children and young adults with the skills necessary for academic achievement, life management, spiritual growth, and Christian leadership."

The Controller is responsible for all finance, accounting, and reporting activities. They will lead all day-to-day finance operations and have an oversight of the Finance Department. This person has oversight for the financial health of the organization, manages investments and expenses, monitors cash flow, ensures clean audits, and negotiates the terms of contracts. The Controller will also use forecasting skills, financial knowledge, and analysis to help set budgets and navigate financial issues.

The Controller will work with the VP of Development and Finance to ensure strong communication with the Leadership Team, Executive Team, Finance Committee, and Board of Directors. They will continually seek to improve and strengthen financial processes.

Essential Job Functions:

1. Oversee all accounts, ledgers, and reporting systems ensuring compliance with GAAP standards and regulatory requirements
2. Monitor and maintain internal control and safeguards for receipt or revenue, costs, and budgets and actual expenditures
3. Manage Bookkeeper and any finance volunteers and coordinate with finance contractors to maintain operations of the Finance Department and drive monthly close
4. Coordinate all audit activity with third party CPA (currently Baratz and Associates)
5. Continually analyze financial data and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial results/statements; monitor progress and changes and maintain communication with UrbanPromise's leadership and Finance Committee regarding financial status
6. Coordinate with Human Relations to ensure accuracy related to payroll, 401K, healthcare deductions and other employee-related support.
7. Support bids for healthcare, workman's comp, and commercial insurance.
8. Coordinate and lead quarterly budget vs. actual reviews with each department leader, including the review of expenses on restricted grants and other restricted funds
9. Ensure timely engagement, payment, and reports for leaders and staff.
10. Manage annual budgeting and planning process; provide past actuals and budgeting tools to department leaders, manage timeline, support reviews, and compile departmental budgets to create the full organization budget for Board level review.
11. With VP of Development and Finance, engage the Board's Finance Committee around issues and trends in delivery of Budget, Cash position, financial health of Organization and material postings.
12. Identify risks and propose solutions, look for cost savings, monitor debt exposure, renew annual line of credit, maintain adequate liquidity, and ensure effective investment returns.



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URBANPROMISE MINISTRIES JOB POSTING

13. Oversee all financial, project/program and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the funding period; collate financial reporting materials for grants
14. Manage organizational cash flow forecasting by working in partnership with senior leadership; continuously collaborate with Vice Presidents to assess financial efficacy of program operations and establish finance and administrative systems to support program operations
15. Manage and track the performance of invested assets

Team Leadership

1. Leveraging the strengths of finance team members (staff or contract), help to clarify roles and responsibilities and develop and implement training programs in order to maximize and reach optimal individual and organizational goals.
2. Provide leadership in strengthening internal communications with staff at all levels throughout the organization; create and promote a positive and supportive work environment
3. Maintain emphasis on the role of the department to support the mission, working collaboratively with leaders and staff to ensure that finance practices and policies operate in the best interest of the mission, are clearly communicated, and that all UrbanPromise team members feel equipped with the knowledge and tools necessary to support finance functions.
4. Create and maintain policy and procedure manuals for current employees and support staffing transitions.

All UrbanPromise employees attend all-staff events and support fundraising or other major events during the year. The Controller will work onsite five days/week at accounting office located in 3700 Rudderow St., Pennsauken, New Jersey.

Essential Job Requirements:

EDUCATION	Bachelor's Degree required (accountancy, finance, math or related); CPA and/or MBA preferred
EXPERIENCE	6-10 years of accounting and finance experience, beginning in accounting followed by experience gathering, evaluating, presenting, and reporting financial information to executive teams and external stakeholders. They will ideally have experience in a complex non-profit that has multiple programs and grants.
REQUIRED SKILLS	<ul style="list-style-type: none"> ● Fluent accounting knowledge ● Up to date knowledge of regulations, including GAAP ● Excellent written and verbal communication skills ● Comfortable in a leadership role and managing others ● Works well under pressure, can manage multiple projects and competing priorities, and consistently meet deadlines ● Excellent business acumen
REQUIRED SKILLS	<ul style="list-style-type: none"> ● Strong analytical skills and attention to details ● Outstanding organizational skills ● Strong technology skills including industry-standard accounting software and spreadsheets ● Ability to work well with and support relationships with colleagues ● Strong interpersonal and relationship management skills using tact, patience and courtesy both within and outside of the organization



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**PREFERRED
SKILLS**

- Intaact Experience
 - Bill.com Experience
 - Paycor Experience
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PHYSICAL REQUIREMENTS Lift up to 5 lbs

**** UrbanPromise Equal Opportunity Statement**

UrbanPromise is committed to nurturing a workplace where every staff member, youth, family, volunteer, and or donor feel welcomed, valued, and engaged in our mission regardless of background. Our commitment to equal employment opportunities ensures that all employees and applicants receive fair treatment.

We do not discriminate based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, genetic information, marital status, veteran status, or any other characteristic protected by applicable federal, state, or local laws. UrbanPromise believes in fostering a diverse and respectful work environment where everyone can thrive. We are dedicated to upholding these principles in all aspects of employment, including recruitment, hiring, training, promotion, and compensation. We ensure that all employment decisions are based on qualifications, merit, and business needs.

UrbanPromise is an Equal Opportunity Employer. All applicants who believe they meet the stated qualifications are encouraged to apply. Resumes and cover letters should be submitted to UrbanPromise Ministries, Director of Human Resources, Brian Mackey bmackey@urbanpromiseusa.org .