



# PHI KAPPA PSI FOUNDATION

Invest today. **Change tomorrow.**

## **POSITION TITLE:**

Controller

## **BASIC FUNCTION:**

The Controller develops and implements the Foundation's financial plans and policies, its accounting practices, the maintenance of its financial records, and the preparation of budgets and financial reports. The individual is also responsible for overseeing the organization's human resource function and insurance programs.

## **SPECIFIC RESPONSIBILITIES:**

- Oversees cash flow planning and forecasting.
- Directs and coordinates preparation and monitoring of revenue and expense budgets.
- Prepares timely and accurate monthly financial statements.
- Ensures proper maintenance of all accounting systems and transaction processing functions.
- Ensures maintenance of appropriate internal controls and financial procedures.
- Prepares special financial reports, studies and analyses.
- Coordinates annual financial audits and proper filing of nonprofit tax returns.
- Oversees the organization's banking relationships.
- Participates in policy development as a member of the executive team.
- Manages the organization's human resources function including payroll and benefits administration.
- Ensures legal compliance by monitoring and implementing applicable federal and state human resource requirements.
- Oversees administration and financial reporting of the organization's retirement plan.
- Manages the organization's loan portfolio.
- Oversees the organization's business insurance plans.
- Maintains the inventory of all fixed assets.
- Attends Board of Trustee and committee meetings, as appropriate, including serving as lead staff on the Audit and Finance Committees.
- Performs other duties as assigned.

## **INTERNAL RELATIONSHIPS:**

Reports to the Chief Executive Officer. Supervises the Bookkeeper. Works closely with all Foundation and Fraternity staff.

## **EXTERNAL RELATIONSHIPS:**

Has contact with vendors, trustees, members and other agencies as appropriate and necessary.

## **QUALIFICATIONS:**

- Computer literacy and proficiency with the Microsoft Office software suite.
- Aptitude for the management and effective use of information and accounting systems in support of a development program.
- Demonstrated ability to work accurately and effectively with computerized data systems.
- Degree in accounting, finance or related major required.
- Knowledge of finance, accounting, budgeting and cost control principles including Generally Accepted Accounting Principles.
- Solid experience coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll, and accounting for investments.
- Ability to analyze financial data and prepare financial reports, statement and projections.
- Must possess excellent analytical, organizational and communication skills.
- Initiative and independence in carrying out responsibilities.
- Ability to prioritize and manage multiple tasks and a variety of demands.
- Strong self-motivation and the ability to work as a team member.
- Commitment to maintain confidentiality and a high degree of accuracy in constituent records.
- Experience with a non-profit organization desirable.