



United Way
of South Hampton Roads

We bring people and resources together to solve problems too big for any of us to solve alone.

**UNITED WAY OF SOUTH HAMPTON ROADS
Controller**

Title:	Controller
Department:	Finance & Administration
Report To:	Vice President, Finance & Administration
Date Created:	June 2021

Why Work for United Way

Do you want to leave work every day knowing that you made an impact? At United Way of South Hampton Roads (UWSHR), you'll work in a fun and supportive environment where every day is a new opportunity to make a difference. If you talk to our employees, the single trait we all have in common is passion. We work hard because we love what we do and we know how much our community needs us. You'll learn from some of the best in the business and be constantly challenged in an ever-changing industry. Plus, we offer excellent benefits and opportunities for advancement. If you want to be great while doing good, join the United Way team.

Overview

The controller is responsible for the organization's accounting practices and compliance functions, and will play an active role in assisting with budgets for programmatic funding year-round. Efficiency, accuracy, and timeliness are all necessary skills to be successful. Communication skills are also a must as well as having an ability/willingness to present when called upon. Successful candidates will have a strong desire to learn the operations of United Way, and a willingness to continue developing professionally with defined goals annually. Lastly, the controller is expected to deliver excellent customer service both externally, and internally; this is embodied in the organizations culture. Ability to prioritize is a necessity when the organization needs to respond at a moment's notice during community crisis's

Core Job Responsibilities

- Cash receipts to include, but not limited to, annual campaign and Endowment pledge payments, Insurance payments and grant funding. Manage all cash receipt channels including check, EFT, and merchant activity to include website and CRM cash receipt flow
- Cash disbursements to include, but not limited to, programmatic funding, agency funding, operations, and payroll. Manage all cash disbursement channels including check, EFT, credit card, and others
- Maintain CRM accuracy and efficiency as it relates to all financial activity captured (annual campaigns, grants, designations to agencies, 3rd party campaigns, federal/state/local campaigns, sponsorships, endowments, and planned gifts
- Make monthly and quarterly journal entries (JE) as needed; key JE's are outlined below:
 - Foundation's fund accounting
 - Investment capital appreciation, and income
 - Short Term investment activity
 - Cash activity
- Prepare/review reconciliations monthly to include, but not limited to, bank accounts, investment accounts, and all balance sheet accounts to subsidiary ledgers and schedules
- Conduct variance analysis on all income statement accounts, and draft variance narratives for deviations from budgeted amounts; report these variances to the VPFA
- Prepare monthly financial reporting packet for finance committee review, and all other monthly/quarterly/annual financial statements as applicable



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- Assist in year-round programmatic budgeting that have multiple revenue streams including grants
- Conduct internal audits of all campaigns to ensure compliance with donor intent, federal, state, and local agencies, and grants
- Prepare fundraising cost calculations for both UW campaigns, and grant funding, maintain compliance with UWW's standard M requirements, and stay current with all agency communications including agency designation payouts quarterly
- Maintain compliance with internal controls, document retention, and other compliance requirements with both UW's trade association and state/local government agencies (including IRS)
- Attend all Finance Committee meetings
- Prepare and communicate a bi-weekly update/report on accounting and compliance functions to VPFA
- Assist and/or execute on tasks directed by VPFA
- Other duties as assigned

Key Skills Requirements

- Bachelor's degree in accounting
- CPA and/or CMA license preferred; CPA/CMA candidates also encouraged to apply
- Minimum of 5 years' experience in accounting with at least 2 of those years in not-for-profit accounting, or auditing preferred
- Minimum 2 years of supervisory experience
- Demonstrated history of success working within a team environment as well as volunteer engagement experience
- Proficient with Microsoft excel and word
- Experience using cloud-based storage and cloud-based collaboration platforms (i.e., SharePoint)
- Experience with Not-For-Profit accounting software; Blackbaud experience preferred

Interested? Please send your resume to humanresources@unitedwayshr.org. We will continue accepting applications until the position is filled.