



CONTROLLER - ONBOARDING

(Full Time Position)

This is a rewarding opportunity to share accounting experience and expertise to advance the missions of nonprofit organizations as a member of the Chazin & Company team—a premier provider of outsourced accounting services for nonprofit organizations. We offer an exciting professional environment that offers work/life balance and a flexible, full-time, or part-time work schedule.

Responsibilities of the Controller:

The Onboarding Controller is responsible for managing accounting and finance requirements for new clients remotely as part of a Client Services Team

- Comprehensive and independent management of new client onboarding projects, including management of project contributors
- Onboard new clients ensuring that their financial transactions have been properly recorded and in compliance with Chazin & Company processes and standards.
- Revise or develop Chart of Accounts with class or dimensional reports to provide accurate and reasonable financial reporting to management and the Board.
- Reconcile Balance Sheet accounts
- Analyze reasonableness of Income Statement accounts. Research irregularities and inconsistencies as identified.
- Review certain detailed financial transactions for appropriate coding and classification.
- Research financial discrepancies by collecting and analyzing account information.
- Find solutions to financial accounts that appear unreasonable.
- Propose journal entries needed to correct financial errors.
- Perform analytics on the post clean-up Balance Sheet and Income Statements for overall consistency and reasonableness
- Prepare audit schedules for auditors and guide clients through the audit process
- As needed, prepare schedules for form 990 and prepare and file certain state and local tax forms
- Document workflow, update/create accounting policies and procedures and prepare project for transition to the ongoing client services team
- Other client projects, including workpaper and financial statement quality control reviews, including documentation of findings and providing recommendations.

Qualifications of the Controller:

- A Bachelor's Degree in Accounting, or equivalent combination of education and experience
- A minimum of eight years of general accounting experience
- Extensive knowledge of generally accepted accounting principles
- Extensive experience with data management, recordkeeping, and web-based applications
- Nonprofit accounting experience required

- Advanced knowledge Microsoft Office, Excel, and multiple broadly used accounting packages
- Experience documenting policies and procedures
- Excellent communication, project management, problem-solving, and organizational skills
- Experience in all phases *of* Audit preparation
- Experience preparing 990 support materials
- Experience documenting policies and procedures
- Ability to provide leadership and function well in a team-oriented virtual environment
- The desire and ability to become proficient with SAGE Intacct and other third-party applications
- The ability to work from home professionally and independently

Chazin & Company offers competitive salary and benefits: 401(k) matching, medical/dental plan and PTO. We are a company committed to quality work, quality people and giving back to the community.