



Chazin & Company

NONPROFIT ACCOUNTING AND FINANCE SOLUTIONS

CONTROLLER (Full-time Position)

As a team member of Chazin & Company – a premier provider of virtual outsourced accounting services for nonprofit organizations – The Controller is responsible for managing accounting and finance requirements for clients remotely as part of a Client Services Team.

Responsibilities of the Controller:

- Comprehensive management of client relationships
- Independent management of monthly and annual accounting engagements
- Comprehensive financial statement preparation, including analysis, interpretation and presentation to clients
- Monthly and quarterly account reconciliations
- Investment reconciliation and review, including tracking restricted earnings
- Tracking and reporting of restricted funds
- Indirect cost allocations, including model-building
- Grant management, including grantor reporting and special audit requirements
- Audit preparation and management (to include single audits)
- Supervise and train accountants who perform transactional work under your assigned client list
- Documentation of policies and procedures for clients and for the delivery of Chazin services
- Cash flow management and forecast modeling
- Presentation of financial information to Boards and external parties as required
- Budget advice, development, and management
- 990 and other local, state, and federal filings support preparation and management

Qualifications of the Controller:

- 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
- Advanced knowledge Microsoft Office, Excel, and multiple broadly used accounting packages

 **Email**

info@chazinandcompany.com

 **Phone**

(301) 740-8841

 **Website**

www.chazinandcompany.com

- Excellent communication, project management, problem-solving, and organizational skills
- Experience in all phases of audit preparation
- 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
- Nonprofit accounting experience preferred

Benefits:

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



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