

Controller  
HomeFront, Inc.  
Mercer County, New Jersey

Flexible hours considered

Homefront, a 26 year old social services nonprofit entering period of growth is seeking a key executive with the heart and soul for our mission, which is to end homelessness, along with the skills and experience to ensure a staff of 110 employees and 35 programs are meeting our mission in the most effective, impactful and client-based manner.

Our mission is to end homelessness in Central New Jersey by harnessing the caring resources and expertise of the community. We lessen the immediate pain of homelessness and help families become self-sufficient. We work to give people the skills and opportunities to ensure adequate incomes and to increase the availability of adequate affordable housing. We help homeless families advocate for themselves individually and collectively.

The HomeFront experience is individualized to meet the needs of each family who comes to us for help. Last year, we answer over 16,000 cries for help providing shelter, food and hands-on emergency aid.

Reporting to the Chief Financial and Administrative Officer, the Controller will be responsible for managing daily activities of a \$8M operating budget and supervising an experienced team of 3 staff members including functional responsibility over accounting, general ledger, monthly close, payroll, account reconciliations and accruals, maintenance and integrity of accounting data and records, conformance with GAAP, internal control practices and procedures, grant management, preparation of financial statements for senior management and the Board, cash management, and annual audits. The Controller will work closely with program managers to educate them on finance and accounting best practices as well as to support them in managing their program operations. By executing these responsibilities with diligence and excellence, the Controller makes possible the work the entire HomeFront team does to break the cycle of poverty and help families become self-sufficient.

#### Essential Job Functions:

- Oversee agency disbursement department to ensure dissemination of financial management reports, internal and external financial statements, annual budgets and audits are completed accurately and timely
- Oversee accounts payable department, ensuring accurate and timely processing of payables, purchase orders, petty cash, core employee expense reports, cash control and core payroll processing
- Oversee accounts receivable department to ensure the accurate and timely management of all accounts receivable aging components including billings, cash receipts application, etc.
- Partner with program leaders regarding finance and accounting best practices to support program operations
- Lead financial team to clarify roles and responsibilities, develop and implement training programs to reach optimal individual and agency goals
- Manage grants in accordance to terms in grant contracts

### Job Competencies:

- Financial Management
- Technical Capacity
- Performance Management
- Ethical Conduct
- Strong Integrity
- Communication Proficiency
- Personal Effectiveness/Credibility
- Time Management
- Strong Planning and Organizational Skills

### Requirements:

- BA degree in Accounting
- Proven track record of 7+ years of progressive work
- 3 years of hands-on accounting managerial experience
- 3 years experience in non-profit accounting
- Advance Microsoft Excel skills (i.e. pivot tables, vlookups, macros).
- Experience with complex charts of accounts and Abila Fund Accounting (“MIPS”)

### Physical Demands:

Clerical Office setting requiring use of standard office equipment such as computer, phones, photocopiers, file cabinets and fax machine. This is largely a sedentary role; however, the ability to lift files, sit for long periods of time and bend.

### Other Duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Duties, responsibilities and activities may be added or change at any time.

*HomeFront, Inc is an equal opportunity employer. We welcome employees and prospective employees without regard to race, religion, national origin, gender, age, disability, marital status, gender identity or expression, sexual orientation or veteran status.*

*If you are a qualified candidate, please submit your resume along with a cover letter to [Homefrontrecruiting@homefrontnj.org](mailto:Homefrontrecruiting@homefrontnj.org) for review.*