



Position Description

Job Title: Financial Controller
Ministry: Finance
Reports To: Executive Director
FLSA Status: Exempt
Date Prepared: November 2020

ORGANIZATION BACKGROUND

At Hesed House, saving the world isn't a flight of fancy – it drives us in every action we take. We truly believe we are going to end homelessness. For us, serving one's neighbor – particularly poor, oppressed, marginalized, victimized, disinherited neighbors – is both a calling and an obligation that we tackle head on each and every day.

JOB SUMMARY

This position is responsible for maintaining the overall fiscal health of Hesed House as well as completing and managing the day-to-day operations within the Finance Department. While this role has supervisory aspects, it is considered a working manager role.

CORE REQUIREMENTS:

- Employee must be able to provide proof of eligibility to work in the United States
- Employee must pass DCFS and criminal background check
- Acts in accordance with the Hesed House Core Values and Mission at all times
- On-Going Professional Development: Employee must have the ability and desire to attend courses, seminars, lectures, workshops, etc. to maintain and enhance knowledge relative to position responsibilities
- Demonstrate tact, diplomacy and professional conduct, display a professional image, maintain confidentiality, and not fraternize with residents and/or guests
- Demonstrate written and verbal communication skills; excellent people and organizational skills; above average ability to handle multiple priorities
- Effectively and respectfully operate in a team-oriented environment
- Maintain effectiveness in all facets of job duties in a fast paced, sometimes chaotic environment
- Employee may be required to have a current driver's license and proof of automobile insurance
- Accept and complete other duties as assigned

PRIMARY DUTIES AND RESPONSIBILITIES:

- Oversees, manages, executes (as necessary) and ensures accuracy all Accounting/Finance functions including:
 - Developing and implementing fiscally sound budgets, including capital planning
 - Ensuring proper resource allocations and tracking
 - Developing and ensuring overall grant tracking and reporting system
 - Ensuring all necessary information has been accurately recorded in the accounting system
 - Monthly closing procedures and journal entries
 - Payroll (completed through a 3rd party organization)
 - Restricted funds tracking and compliance
 - Cash management and bank activities
 - A/P and A/R

- Creating financial reports for grants department, Board of Trustees, and key stakeholders
- Annual and as-needed audit processes
- Managing relationship with third-party financial consulting organization
- Providing ongoing financial information, coaching, and assistance to Program Directors to create and maintain organizational fiscal strength and accountability throughout
- Working with the Board Treasurer and Board of Trustees to ensure the organization is and remains fiscally sound
- Managing relationships with third-party financial consulting organizations
- Creating, maintaining, and enforcing fiscal policies and procedures
- Develops and maintains insurance and risk management strategies
- Ensures organization legal and regulatory compliance
- Leads team of Finance assistants, including staff development, coaching, and reviews

OTHER DUTIES AND RESPONSIBILITIES:

- Collaborates effectively with Hesed House leadership to set, maintain, and execute strategies
- Represent Hesed House through attendance at Development events as needed
- Represents Hesed House positively within the community at all times
- Other duties and responsibilities as assigned

QUALIFICATIONS, EDUCATION and/or EXPERIENCE

- **Required:** Belief that everyone deserves dignity
- **Required:** Inherent desire to advocate for and serve the most vulnerable without judgement
- **Required:** Sense of joy of wonder
- **Required:** Bachelor’s degree or higher and/or significant demonstrated experience in previous Accounting and Finance roles
- **Required:** High-level ability in Microsoft Excel and QuickBooks (Non-profit edition preferred)
- **Required:** Proven ability to effectively multi-task
- **Required:** Proven ability to develop systems of fiscal accountability and management
- **Preferred:** Previous experience managing, tracking, and reporting on government and private grant funding
- **Preferred:** Experience Raiser’s Edge and Microsoft Office Suite
- **Preferred:** Supervisory experience

WORK ENVIRONMENT – General Office: Majority of duties are performed in an office and infrequently at off-site locations. Various errands and/or attending business-related matters involve travel in personal automobile or public transportation for which mileage/travel reimbursement is made.

PHYSICAL DEMANDS/REQUIREMENTS – General Office: While performing duties of this job, the employee is frequently required to stand, walk, bend, use hands and arms, handle or feel objects, supplies/ equipment; reach with hands and arms; stoop, sit, climb stairs, talk and hear. Office work includes viewing a computer screen, keyboarding requiring repetitive hand/finger movement and using the telephone for a significant part of the work day. Employee may, from time to time, be required to effectively lift and/or move up to 25 pounds.

ATTIRE/DRESS POLICY - Administrative Directors: This position requires frequent contact and interaction with outside constituents and requires appropriate business attire and well-groomed, professional appearance in those situations. In all other situations, attire in accordance with the Employee Handbook is expected.

If interested, please send cover letter and resume to careers@hesedhouse.org