



<b>Job title</b>	Controller		
<b>Reports to</b>	CFO	<b>Position Status</b>	Full Time
<b>Salary Range</b>	\$80,000-\$98,000	<b>Assignment</b>	Regular/Benefited
<b>EEO Class</b>	Senior Level Officials and Managers	<b>FLSA Status</b>	Exempt
<b>Shift</b>	40 hours, Monday – Friday		

### Job Summary

The Road Home’s mission is to help people move out of homelessness and into housing in the community. As a leader in the field of homeless and housing services, The Road Home is a robust and dynamic organization continuously seeking to grow and deepen our impact by further developing our programs to end homelessness. We will continue to build a data-driven, outcomes oriented culture that emphasizes the importance of continuous learning and growth.

We are seeking a full-time Controller to maintain the general ledger and Sage accounting system, as well as oversee the Accounting Department and supervise staff. This candidate will be a top-level member of a team that manages all budgets and accounting for The Road Home, which is inclusive of five (5) organizations.

### Duties and Responsibilities

1. Maintain Sage 100 accounting system and oversee ADP payroll system.
2. Oversee all accounting functions for five (5) organizations, including Payroll, Accounts Payable, Accounts Receivable, Cash Receipts and supervise a staff of five (5) accounting and payroll personnel.
3. Maintain general ledger and present monthly general ledger to CFO; assist CFO in financial statement presentation.
4. Prepare bank reconciliations and other various reconciliations.
5. Assist CFO in budget preparations.
6. Coordinate all billings and expenses with Housing Department to assure accuracy in budgets and accounting.
7. Prepare for and direct annual financial audits.
8. Collaborate, coordinate and communicate regularly with program directors.
9. Support agency mission, demonstrate willingness to work and cooperate with others.
10. Participate in and support activities and events, including acceptance and completion of additional assignments.
11. Other duties as assigned.

### Education and Experience

1. Bachelor's degree from accredited college/university required. Degree in Accounting or Business Administration preferred.
2. Experience working in a supervisory position required.
3. Experience with Sage accounting software preferred.
4. Experience working with a board of trustees preferred.
5. Experience implementing policy and procedure required.
6. Public accounting and auditing experience preferred.

### Skills and Requirements

1. Excellent accounting skills.
2. Knowledge of Sage accounting software system and Microsoft Excel spreadsheet software.
3. Ability to communicate clearly and concisely; verbally and in writing.
4. Ability to perform monthly reconciliations.
5. Ability to analyze financial data.
6. Demonstrated ability to effectively supervise a diverse and cohesive team.
7. Solid administrative skills.
8. Excellent interpersonal skills.
9. Dependability and reliability are a must.
10. Ability to work cohesively and collaboratively with other departments within the agency.
11. Willingness to be trained on Trauma Informed Care and Housing First philosophies, as well as other Agency initiatives.
12. Self-motivated and self-directed. Ability to work independently.
13. Ability to accept direction from and provide feedback to the CFO and other executive staff.
14. Ability to delegate appropriately to subordinate staff and to monitor staff performance.
15. Ability to address and resolve problems, seek solutions to barriers and meet deadlines.
16. Must pass a pre-employment background check and drug screen.

### Physical and Equipment Requirements

Ability to sit for an hour or longer at a time

Ability to lift 10 pounds (files, etc.)

### Instructions to Apply

To apply, please email [resumes@theroadhome.org](mailto:resumes@theroadhome.org). Please include the job title **Controller** in the subject line.

***The Road Home is an Equal Opportunity Employer***