

JOB POSTING

**The Florida United Methodist Children's Home
Is currently seeking applicants for the following position.**

Controller

We are a faith-based organization, creating an atmosphere which enables children and families with special needs to experience God's love and care as presented in the life and ministry of Jesus Christ.

SUMMARY

The controller position is accountable for the accounting operations of the company, to include the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the organization's reported financial results, and ensure that reported results comply with generally accepted accounting principles. Reporting to the Chief Financial Officer, the Controller is responsible for the daily accounting operations of the Children's Home Finance department.

EDUCATION AND/OR EXPERIENCE

- Bachelor's degree in accounting or related field.
- 5+ years of progressively responsible accounting and finance experience, including at least two (2) years of supervisory and management experience
- Preference will be given to licensed CPA's with non-profit accounting experience
- Experience dealing with fee for service revenue with state funding (DCF, Community Based Care organizations, and third party Medicaid Insurance).
- Heavy financial analysis experience using system based reporting in ERP systems (Financial Edge preferred). Advanced understanding of report query and design.
- Strong analytical, planning and organizational skills.
- Demonstrated ability to lead, supervise, motivate, train and evaluate staff; handle multiple demands; manage deadlines and prioritize workload

PRIMARY DUTIES AND RESPONSIBILITIES

Management

- Oversee the operations of the Accounting Department
- Maintain a documented system of accounting policies and procedures
- Manage monthly close process and financial reporting
- Establish and maintain positive cooperative and productive working relationships with all departments

Transactions

- Ensure the accurate compilation, analysis and reporting of financial transactions
- Maintains and enhances internal controls and system improvements
- Manage accounting staff to ensure accounting transactions are proper and timely; encourages ongoing learning and improvement in the department
- Ensure payroll is processed and posted in a timely manner

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- Review monthly bank reconciliations
- Maintain the chart of accounts
- Timely, accurate recording of all entries prior to general ledger close
- Complete monthly fixed asset accounting and support capital projects
- Preparation and/or review of balance sheet reconciliations and subledgers (AR, AP and Fixed Assets)
- Develop system reports and queries using financial ERP system (Financial Edge)

Reporting

- Preparation of monthly, quarterly and annual financial statements
- Provide financial analyses as needed for pricing decisions, contract negotiations and board presentations; Identify key drivers of variances in financial statements for department directors
- Work closely with Chief Financial Officer to prepare the annual budget

Compliance

- Coordinate the provision of information to external auditors for the annual audit
- Comply with local, state, and federal government reporting requirements and tax filings (sales tax/unemployment/990)

Working Conditions:

- Primarily in an office environment
- Occasional weekend or evening work during closing periods or audit preparation

SUPERVISORY RESPONSIBILITIES

Supervises a staff of 4: Accounts Receivable, Accounts Payable, Payroll, and Finance Specialist.

The Florida United Methodist Children's Home does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, disability, veteran status, marital status, or any other status protected by law except where such protected category is a bona fide occupational qualification (BFOQ), to the extent that someone's needs can be addressed and cared for within the scope of program services with the financial resources of the agency. FUMCH makes services accessible and available for persons with communication challenges. Equal Opportunity Employer, Drug Free Workplace. All applicants must be able to pass a Federal background screen, drug screen, and driving screen.

To apply: e-mail resume to jobs@fumch.org, or Fax to (386) 668-3363, Attn: Human Resources.