



Position Overview: Controller

The Children's Place at HomeSafe, Inc. is seeking a highly skilled and dedicated Controller to join our Finance Department. Reporting directly to the Chief Financial Officer (CFO), the Controller will oversee daily accounting functions, including the preparation of financial statements and ensuring compliance with various financial policies and procedures in accordance with generally accepted accounting principles (GAAP). This role is critical in managing our financial operations and supervising our accounting team.

Key Responsibilities:

- **Accounting & Financial Management:**
 - Oversee accounts payable, accounts receivable, payroll, and general ledger maintenance.
 - Ensure accurate recording of depreciation, amortization, and payroll.
 - Conduct monthly reconciliations of general ledger accounts and bank statements.
 - Prepare and maintain schedules for depreciation, prepaid expenses, leases, and other general ledger items.
 - Manage month-end close processes and produce timely financial statements.
- **Grant Management & Reporting:**
 - Maintain accurate fund accounting records and ensure compliance with donor restrictions and grant requirements.
 - Prepare and submit financial reports for federal, state, and local grants.
 - Assist in preparing grant proposals and applications, and review fund balances for optimization.
- **Policy & Compliance:**
 - Ensure compliance with internal controls, GAAP, and regulatory standards.
 - Assist in internal and external audits, providing necessary documentation and support.
 - Utilize MIP Fund Accounting software for financial record-keeping and reporting.
- **Strategic Support:**
 - Assist CFO in departmental and agency budget preparation.
 - Conduct periodic internal audits to assess compliance and effectiveness.
- **Leadership & Supervision:**
 - Provide leadership, guidance, and support to Senior and Junior Accountants.
 - Facilitate regular staff meetings and set performance goals.

Required Qualifications:

- **Education:**
 - Bachelor's degree in Accounting, Finance, or related field (Master's degree and/or CPA preferred).
- **Experience:**
 - Minimum of (5) five years of experience in non-profit accounting, including fund accounting preferred.
 - Proven experience with federal, state, and local grant budgeting and reporting. Non – profit experience preferred.
 - Proficiency in MIP Fund Accounting software.
- **Skills & Abilities:**
 - In-depth knowledge of accounting principles and practices.
 - Experience with third-party receivables and billing, including Medicaid.
 - Excellent computer skills, including proficiency with Microsoft applications.
 - Strong interpersonal skills and the ability to maintain positive relationships.
 - High level of accuracy in record-keeping and reporting.
 - Effective time management, organizational, and problem-solving skills.
 - Ability to handle confidential information and work independently.
 - Flexibility and adaptability to a changing environment.
- **Licensure:**
 - Valid Florida driver's license with a clean driving record.

We value our team members and offer a comprehensive benefits package, including:

- **Generous Time Off:** 8 paid holidays, paid time off, and personal days to recharge.
- **Health Benefits:** Free medical and dental insurance, plus vision coverage.
- **Financial Security:** Life insurance, 403(b) retirement plan, and matching contributions.
- **Professional Growth:** Participate in our Leadership Development Program and receive tuition reimbursement.
- **Community Connection:** Join our Employee Research Group (ERG) and referral program to engage with your colleagues and network.

Apply at [Controller Non-Profit \(paycomonline.net\)](https://paycomonline.net) or reach out to Recruiting Specialist, Shafasha Huffstead, at shafashahuffstead@helphomesafe.org, 561-383-9800 ext. 1223.