

**HCDC, Inc.
Controller**

Organization

The mission of HCDC, Inc. is to promote and facilitate economic growth in the marketplaces we serve. The Controller is responsible for all financial matters of HCDC, Inc. and its affiliate organizations. The Controller will report to and work closely with the President / CEO. In addition, this individual will be part of senior leadership and will collaborate with the board of directors. The Controller will oversee all compliance and recognition for government (federal, state, and local) activities including contracts and grants. This individual must be able to adapt to a continually evolving environment and thrive in a deadline-oriented workplace while managing a finance staff of one.

Specific responsibilities include:

Accounting, Finance, and Administration

- Oversee the accounting department to ensure proper maintenance of all accounting systems and function; supervise HCDC's one accounting staff member.
- Ensure maintenance of appropriate internal controls and financial procedures.
- Perform and ensure timeliness, accuracy, and usefulness of financial and management reporting for federal, state, and local funders, foundations, and HCDC's board of directors; oversee the preparation and communication of monthly and annual financial statements.
- Coordinate audits and proper filing of tax returns.
- Facilitate and assist cash, investment, and asset management.
- Facilitate and assist financing strategies and activities, as well as banking relationships.
- Develop and utilize forward-looking, predictive models and activity-based financial analyses to provide insight into the organization's operations and business plans.
- Engage the finance and audit committees of the board of directors to develop short-, medium-, and long-term financial plans and projections.
- Remain up to date on nonprofit audit best practices and state and federal law regarding nonprofit operations.
- Ensure legal and regulatory compliance regarding all financial functions

Planning, Policy, and Human Resources

- Coordinate the development and monitoring of budgets.
- Facilitate and assist the development of financial business plans and forecasts.
- Manage the employee compensation and benefit processes.
- Participate in corporate policy development as a member of the senior management team.

Qualifications

The Controller will be a seasoned leader with at least 5 years of broad finance experience that includes gathering, assembling, and evaluating financial information and making actionable recommendations to senior leadership. The individual will ideally have experience managing the finance functions for a nonprofit with multiple funding sources including government (federal, state, and local) contracts and an affiliate structure with diverse program areas delivered in multiple states.

The Controller will have the following experience and attributes:

- A minimum of a Bachelor's degree in an appropriate field; a CPA and/or MBA would be preferred.
- At least four years' experience as a Controller, Senior Accountant, or equivalent, preferably in a nonprofit organization with a budget of at least \$2 million.
- Experience in a senior financial-management role, collaborating with executive staff, resulting in the development and implementation of creative financial strategies.
- Significant experience in or knowledge of nonprofit accounting, including sophisticated fund and grant accounting, compliance, and reporting.
- Deep knowledge and understanding of the Office of Management and Budget Circular A133 audit.
- Experience working with information technology staff to manage finance and accounting software packages.
- Knowledge of QuickBooks is preferred
- Experience with the inner workings of the employee benefit processes.
- Excellent written and oral communication skills.
- Demonstrated leadership, team management, and interpersonal skills.
- Excellent analytical, abstract reasoning and organization skills.
- Attention to detail.