

## **Houston Area Women's Center Controller**

**Level:** Experienced  
**Job Location:** HAWC - Houston, TX  
**Remote Type:** N/A  
**Position Type:** Full Time  
**Education Level:** 4 Year Degree  
**Salary Range:** Undisclosed  
**Travel Percentage:** Up to 25%  
**Job Shift:** Day  
**Job Category:** Accounting

### **POSITION SUMMARY:**

Reporting to the Chief Financial Officer (CFO), the Controller will be responsible for the effectiveness of all accounting operations and reporting activities. The Controller will work closely with the CFO to ensure that reliable financial information is timely and accurately prepared for internal and external reporting.

The Controller is responsible for all day-to-day financial operations of HAWC and manage a team of staff members performing functional responsibility over accounting, accounts payable, accounts receivable, and grants administration and reporting. The Controller will ensure that the Agency has appropriate financial systems and procedures in place to support the effectiveness of financial operations, overall budgeting process, and annual financial audit. (S)he will work closely with program leaders, not only to provide support to them regarding finance and accounting processes, but also to explore how the finance function can support program and compliance operations, and will collaborate with the CFO and senior leadership to support decision making, as well as with other internal stakeholders to enhance and better integrate financial reporting.

### **Work Schedule:**

Monday-Friday  
9am – 6pm

### **Tasks:**

- Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP and regulatory requirements specific to nonprofit organizations.
- Coordinate and ensure the timely closings of monthly, quarter, and annual financials. Ensure accuracy of financial information; analyze and prepare monthly financial statements.
- Maintain internal control and safeguards for receipt of funds, costs, program budgets and actual expenditures. Continuously monitor internal controls and take proactive actions to improve the control environment.
- Ensure that HAWC's Accounting Policies and Procedures (P&P) are followed; regularly review and update the P&P as appropriate.
- Coordinate all audit activities, before, during, and after the annual financial audit. Represent the Accounting department in grant audits and monitoring visits.
- Consistently analyze financial data and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitor progress and changes and keep senior leadership abreast of financial status.
- Coordinate and partner with leadership in the annual budgeting and planning process; administer and review all financial plans and compare to actual results with a view to identify, explain, and correct variances as appropriate.
- Oversee all financial, project/program and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collate financial reporting materials for government, corporate, and foundation grants.

- Manage organizational cash flow forecasting by working in partnership with the CFO; continuously collaborate with leaders to assess the financial efficacy of program operations and establish finance and administrative systems to support program operations.
- Leverage strengths of the current finance team members, help to clarify roles and responsibilities and develop and implement training programs in order to maximize and reach optimal individual and organizational goals.
- Provide leadership in strengthening internal communications with staff at all levels throughout the organization; create and promote a positive and supportive work environment.
- Other duties may be assigned

**Education:** Bachelor's Degree in Accounting or Finance from an accredited educational institution. CPA required. CPA with CGMA credential highly preferred.

**Experience and Qualifications:**

- Seven years of experience in financial operations management, budgeting, cash management, and team leadership, preferably in the nonprofit environment.
- Strong experience in the oversight of grants administration/management and billing.
- Excellent attention to details and ability to think critically and objectively.
- Strong understanding and working knowledge of Generally Accepted Accounting Principles (GAAP).
- Strong understanding and working knowledge of internal control design, implementation, documentation, and maintenance.
- Public accounting experience in nonprofit and governmental audits a plus.

**Skills and Abilities:**

- Ability to prioritize tasks to meet individual and team deadlines.
- Strong communication skills, both verbally and in writing.
- Ability to demonstrate leadership integrity, professional objectivity, and appreciation for confidential information.
- Ability to problem solve and think independently
- Ability to research and apply accounting standards in the work product, as well as to learn new systems and programs. Have a growth mindset.

**Computer Skills:** Experience in the use of the Abila (Sage) MIP accounting system is preferred. Demonstrated expertise in Microsoft Office, specifically in Excel, Word and Outlook.

**Certificates & Licenses:** Certified Public Accountant (CPA) required, Texas driver's license with a good driving record; reliable transportation; ability to travel to off-site locations utilizing personal transportation

**Physical Demands**

Ability to stand and walk around for extended periods of time is required. Employee will also need to need to squat or bend, reach outward or upward to effectively discharge job duties.

Job incumbent must be able to lift/carry and/or push/pull up to 40 lbs.

**Essential Function Statement**

The Houston Area Women's Center has reviewed this job description to ensure that essential functions are included with the tasks. To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Our Mission:** The Houston Area Women's Center works to end domestic and sexual violence and supports all in building safe and healthy lives through advocacy, counseling, education, shelter and support services.

The primary work location for the incumbent in this position is at the agency's education and administration building and in the field. **NOTE:** Must be able to temporarily work remotely and in the office a few days a week until we return to the office.

**EOE Statement:** Houston Area Women's Center is an Equal Opportunity Employer - Qualified applicants are considered for employment without regard to age, gender, race, color, creed, religion, sex, national origin, physical or mental disability, veteran status, sexual orientation, gender expression, gender identity or any other illegal grounds

**Disclaimer:**

This job description is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, tasks or skills. Additional functions and requirements may be assigned by manager as deemed appropriate. This document does not represent a contract of employment, and the agency reserves the right to change this job description and/or assign tasks for the employee to perform, as the agency may deem appropriate. Should such duties become routine, the description may be revised at any time.

Interested applicants can apply at visit [Controller \(paycomonline.net\)](http://paycomonline.net)