



Controller

Job Title: Controller

Salary Type: Exempt

Reports to: Senior Director of Finance

Effective: As soon as possible

PRINCIPAL OBJECTIVE:

This full-time position is responsible for overseeing and managing the financial activities, accounting processes and accounting personnel for Pi Beta Phi Fraternity for Women.

CORE RESPONSIBILITIES:

- Oversee the preparation and review of financial statements, including balance sheets, income statements and cash flow statements, to provide accurate and timely financial information to management and stakeholders.
- Oversee the preparation and review of account reconciliations, including bank accounts, accounts payable and accounts receivable, to ensure accurate financial records.
- Responsible for the management and oversight of the month-end and year-end closing processes, including the review and approval of journal entries and accruals.
- Responsible for the management and oversight of financial systems and software, making recommendations for improvements or upgrades as needed financial analysis to identify trends, variances and opportunities for improvement, providing recommendations to senior management.
- Ensure compliance with tax regulations, coordinate tax planning and oversee the preparation and filling of tax returns.
- Oversee the management and coordination of all external audits, working closely with auditors to provide necessary documentation and resolve any audit issues.
- Develop, establish and maintain internal controls to safeguard company assets and ensure compliance with financial regulations and accounting standards.
- Responsible for the development and oversight of the budgeting and forecasting processes, collaborating with various departments to ensure financial goals are met.
- Monitor cash flow, manage banking relationships and optimize cash resources to meet the company's financial obligations.
- Ensure compliance with all tax regulations and oversee the preparation and filling of tax returns.
- Responsible for the finance and accounting team, including the accounts payable team, by providing guidance, training and development.
- Contribute to the development and execution of the company's financial strategy, working with senior management to identify opportunities for growth and cost savings.
- Responsible for accounting policies and procedures, ensuring that they are in compliance with professional standards, state and federal regulatory requirements.
- Present financial reporting and potential risk areas to senior management and board members.

HEADQUARTERS STAFF COMMITMENTS

All members of the Headquarters staff are expected to:

- Offer premier customer service.
- Commit to collaborative relationships with volunteers.
- Care for each other.
- Build affinity and Pi Phi Pride with every action and interaction.



QUALIFICATIONS OF A SUCCESSFUL CANDIDATE:

- Bachelor's degree in accounting or related field of study with a minimum of 8 years' experience or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.
- Knowledge of and strict adherence to GAAP reporting procedures.
- CPA or equivalent experience required.
- Experience in non-profit sector beneficial.
- Broad Fraternity knowledge and membership in Pi Beta Phi preferred.

ADDITIONAL INFORMATION:

Directly supervises the Finance Director and Manager.
Moderate travel required.

Pi Beta Phi's Mission, Vision, Core Values, and statements on philanthropic service and our Commitment to Diversity, Equity and Inclusion can be found at pibetaphi.org/about.

At Pi Beta Phi Headquarters, we value and respect our employees and their contributions. Our total compensation approach includes base salary, benefits and a 401(k)-matching program. Each position is externally benchmarked, and the salary ranges are evaluated annually. The salary range for positions is based on local and fraternal market data and allows for various experience levels. The actual pay is based on skills, experience, education and other relevant factors. Midpoint for salaries in this grade level is \$84,460.