

JOB DESCRIPTION

TITLE: Assistant Controller

REPORTS TO: Controller

POSITION SUMMARY: Reporting to the Controller, the Assistant Controller provides strong accounting leadership within the organization and will be able to step in for the Controller as needed. The Assistant Controller assists with the oversight of accounting functions, including government grant compliance, accounts payable/receivable, investment accounting, fixed assets and maintaining a system of strong internal controls. Additional duties include performing payroll and related functions, journal entries and reconciliations in support of month- and year-end close, managing the accounting of the Fall Product and Cookie program, assisting in the implementing and testing of new GSUSA system deployments and preparing audit schedules for the external audit.

Essential Duties & Responsibilities:

- Provides accounting support and backup to the Controller. Assists in facilitating daily accounting functions, ensuring compliance with GAAP accounting standards.
- Serves as the primary point person for programmatic accounting audits, such as Cookie and Fall Product, leads the accounting aspects of these programs
- Serves as the point person within the Accounting Team for certain primary procurement relationships, such as Sam's Club. Leads implementation of any future procurement initiatives which might occur.
- In conjunction with a third-party vendor, responsible for payroll activities, including ensuring accurate payments are made, and accounting of activity and related reconciliations are appropriately handled. Working with Controller, administers payments to the 403b plan, including council matches.
- Working with the Controller, administers the payments to BWC, as well as completing the annual true-up each year. Additionally, administers the United Way unemployment Fund.
- Supports Staff Accountant in bank reconciliation work as needed, ensuring cash is accurate and reconciled monthly. Also participates in reconciliations with Philanthropy team on non-Dream Big grant and gift activity on a monthly basis.
- Reviews investment accounting entries and rollforwards for accuracy, supporting Staff Accountant as needed.
- Assists Controller in reviewing and approving journal entries prepared by accounting staff members
- Provides support to Controller for various Council transformational initiatives. Tests accounting entries of new or newly transitioned systems to ensure accuracy. Problem solves issues and work collaboratively with council partners towards resolution.
- Develop and document written procedures to improve systems, internal controls, and operational practices. Assist in periodic internal audits to test controls that are in place
- Preparing complex financial reports, analyses, and other projects as assigned
- Assist in providing training and support to council partners
- Assist the Controller in closing both month-end and year-end financials. Prepares reconciliations and audit schedules in support of the year-end Audit.
- Other duties as assigned
- Actively support the Council's commitment to diversity and equal employment opportunity policy.
- Understand and operate within Girl Scout policies, standards, and procedures.

Job Requirements & Competencies:

- Learner: Shows desire to always learn; keep updated on changes in accounting rules and standards; interested in learning new technology and systems
- Analytical: Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; shows attention to detail; critical thinker
- Problem Solving & Decision Making: Identifies and resolves problems in a timely manner; gather and analyzes information, while developing alternative solutions; thinks creatively and out-of-the box; works well in group problem solving situations
- Interpersonal Skills: Focuses on solving conflict; maintains confidentiality; listens to others; open-minded and tries new things
- Teamwork: Contributes, and fosters, a positive team environment; values team contribution; exhibits objectivity and gives and welcomes feedback; Asks for, and offers, assistance when needed
- Oral and Written Communication: Effectively communicates clearly and informatively, able to adjust as needed to fit the intended audience
- Project Management: Creates and manage work plans for self and team; Can pivot team resources as required in order to successfully meet desired goals.
- Adaptability: Can adapt, and lead a team, through changes in the work environment; Manages competing demands; Adjusts approach or method to best fit the situation; Able to handle frequent change, delays or unexpected events.

Education and Experience Requirements:

- Bachelor's degree in Accounting or Finance; MBA or CPA preferred
- Five years of general accounting experience, with a minimum three years of supervision of accounting functions.
- A strong working knowledge of U.S. GAAP, especially revenue recognition is required, with grant and nonprofit accounting a plus.
- Strong project management, organization and prioritization skills
- Proficiency with personal computer including MS Office Applications – Word, Excel and Outlook required; Experience with Abila (Sage) software preferred
- Personal qualities of integrity and commitment to the Girl Scout mission
- Successful background check is required

Job Classification: Exempt

The Girl Scouts of Ohio's Heartland Council, Inc. is an equal opportunity/affirmative action employer. The Council will employ qualified individuals to fill job vacancies on the basis of their experience, ability and aptitude.

