



National Kidney Foundation™

of Arizona

**JOB DESCRIPTION:** Controller

**REPORTS TO:** President/CEO & Director of Finance

### **ROLE SUMMARY**

The Controller reports to the Director of Finance and CEO. Supervises the day-to-day operations of the Finance Department and maintains and manages the General Ledger accounts and receipts of the organization, applying Generally Accepted Accounting Principles (GAAP); analyzes the ongoing activity of the organization; produces detailed financial reporting through financial statements; manages annual audit.

### **PRINCIPLE DUTIES AND RESPONSIBILITIES:**

- Manage the day-to-day, monthly and year-end close of the Accounting/ Finance Department including grant management and budget review and analysis.
- Process cash receipts. Record revenue, pledges and receivables. Work closely with Development and Events Teams to ensure receipts are posted and reconciled properly.
- Manage the accounts payable clerk and review adherence to company policy and GAAP.
- Manage payroll, including record keeping, processing and reconciliation.
- Prepare and record the State fee for service contract invoices and collate the supporting documents for submission to government agencies.
- Prepare and analyze the monthly budget/forecast to actual variance reports per program and department.
- Perform general accounts analysis and reconciliations, including bank statements, fixed assets, employer's benefit costs, accruals and prepaid expenses.
- Prepare financial reports such as monthly financial statements, annual budget and interim grant financial reporting.
- Presents financial reports and analysis to CEO, Treasurer & Dept. Directors monthly and Finance Committee quarterly.

### **SKILLS AND COMPETENCIES:**

- Strong adherence to standard accounting cycles and ability to meet deadlines.
- Monitor and collect data to assess accuracy and integrity; analyze data; ensure compliance with applicable standards (i.e. GAAP), rules, regulations and systems of internal control; interpret and evaluate results, prepare documentation; create financial reports and/or presentations.
- Strong knowledge of fund and cost accounting principles.
- Strong organizational skills and ability to prioritize workload in order to meet tight deadlines in a fast-paced and dynamic work environment.
- Excellent analytical and problem-solving skills
- Team player and can collaborate with other teams in the organization.
- High level of interpersonal skills with demonstrated poise, tact and diplomacy.

- Demonstrates a proficient level of professional skill and/or knowledge in accounting and keep current with developments and trends.
- Excellent communication skills, written and verbal, with the ability to clearly communicate issues to all levels of management.
- Knowledge and ability to use applicable information technology and systems to meet work needs.

**QUALIFICATIONS:**

- 10+ years of relevant experience (accounting operations and/or audit).
- Excellent MS Office Skills required
- Enterprise level accounting systems such as Blackbaud Raiser's Edge/Financial Edge, NetSuite, Sage, SAP, Oracle, QuickBooks Enterprise.
- Bachelor's degree in Accounting, Finance or related discipline.
- Advanced degree a plus.

**OTHER EXPECTATIONS:**

- Ability to articulate the mission and values of NKF AZ, and in accordance, always maintains appropriate professional behavior.
- Respects and maintains confidentiality at all times.
- Ability to manage and prioritize multiple projects at a time, and perform within deadlines.
- Exhibits confidence in self and others, inspiring and motivating others to perform well.

**EMPLOYEE BENEFITS:**

We provide a competitive salary based on prior experience; health and dental insurance; generous holiday and paid time-off policies; and a 401k program. This position offers the opportunity to help continue vital kidney programs that have impacted the lives and families of Arizonans for more than 50 years.

**HOW TO APPLY:**

Please send resume and cover letter including salary requirements to Charles Paltzer, Director of Finance, at [cpaltzer@azkidney.org](mailto:cpaltzer@azkidney.org).

Application deadline: Open until filled. The National Kidney Foundation of Arizona is an equal opportunity employer.