POSITION TITLE: Controller
POSITION TYPE: Full-Time Position
REPORTS TO: CEO
COMPENSATION: Salary; dependent on experience

Agency Description

NPHY is the most comprehensive service provider for the thousands of homeless youth in Southern Nevada, serving hundreds of youth through our core programs and touching the lives of thousands more through outreach each year. NPHY’s programs stabilize homeless teens’ lives, meeting their immediate needs and providing a safe, supportive environment and a path to self-sufficiency. Through our work with homeless youth, NPHY creates productive, healthy adults who contribute to society.

Strengthening and complementing our high-quality direct services for homeless youth, NPHY is dedicated to advocating for the Vegas Valley’s homeless youth population and serves as a leader in systems-level efforts to eliminate homelessness among Nevada’s youth.

Agency Culture

NPHY offers a positive family-style work environment: we encourage each staff member to cultivate their unique talents and training and come together as a strong, synergistic team to better serve homeless young people. While working in a challenging yet rewarding field, you will be surrounded by compassionate, energetic, fun, happy, and friendly staff members who are like-minded people and love what they do. In addition to everyday interactions with youth, NPHY offers countless opportunities for youth and staff to experience new and fun things together to help the NPHY family create stronger bonds and model positive relationships and healthy boundaries with the young people we serve. NPHY also offers quarterly training to better equip our staff with up-to-date continuing education, skills, and resources to best serve and respond to a wide array of situations and needs. NPHY believes in learning, growing, and challenging ourselves to always be and do better, and strives to lead our staff and community to always seek new and innovative ways to best serve our target population.
Position Definition

The Controller plays a central role in the development, maintenance, direction and oversight of Nevada Partnership for Homeless Youth’s finance and accounting activities. The Controller works independently and collaboratively with staff, the CEO and Board members. She/he has the primary responsibility for maintaining the general ledger, the processing of accounts payable and receivable, preparation of grant and contract financial reports, monthly payroll processing, and audit preparation and implementation.

The Controller position requires excellent attention to detail, problem-solving skills, communication, organizational, and computer skills, as well as the ability to exercise professional discretion and discernment, independent judgment, and business acumen. Without exception, the Controller position requires a proven track record of trustworthiness, personal accountability, and exceptional ethics.

The Controller serves as strategic partner to the CEO on organizational matters from finance, accounting, risk management, business planning, budgeting and forecasting perspectives.

ESSENTIAL RESPONSIBILITIES

- Documents and implements an internal control system that continuously monitors critical areas of financial control, identifies problems and implements corrective action.
- Process or provide oversight of all accounting responsibilities, including cash flow management, accounts payable and receivable transactions, billings and cash receipts.
- Ensure preparation of bank account reconciliations and general ledger account analyses and reconciliations.
- Process semi-monthly payroll and maintain payroll records.
- Prepare and disseminate monthly reports to Program Directors, Executive Director and Board of Directors.
- Ensure accurate management of grant and project reporting matters.
- Coordinate the annual budget process and track actual performance against the annual budgets. Provide regular feedback and direction to senior staff, and program managers regarding budgetary status.
- Ensures positive and collegial relationship with the external auditors, leading and managing the audit compliance process with internal staff.
• Reviews and approves all contracts that have a financial impact on the organization and assures that management is well-aware of the financial implications of entering into those contracts.
• Ensure compliance with all laws and regulations regarding corporate governance.

Qualifications

• A strong understanding of finance and accounting practice, with grants management experience.
• Mastery of finance, accounting, budgeting, and cost control principles including thorough understanding of generally accepted accounting principles (GAAP), internal controls and financial reporting.
• Projects professionalism in all communications.
• Demonstrates strong interpersonal skills and an ability to work well with a diversity of people.
• Values high-quality work products, strong work ethic and financial aptitude.
• Essential computer skills and expert software knowledge of QuickBooks and Microsoft Excel.
• Demonstrated leadership qualities and ability and skills to succeed in a teamwork environment.
• Proficiency in clearly communicating information about finances and accounting issues to non-accountants and individuals with varying levels of financial expertise.
• Familiarity with specialized nonprofit industry accounting practices, reporting requirements and procedures.
• Acumen in maintaining accurate financial records and preparing clear and accurate reports for informational, auditing, and operational use.
• Excellent verbal and written communication skills. Enjoy mentoring executive and management team colleagues on financial and compliance matters.
• Must have the highest integrity, be diplomatic, analytical, and possess sound judgment.

Education & Experience

• Bachelor’s degree from an accredited university in accounting required with a minimum of 5 years of progressive professional accounting experience.
• Candidates should have a minimum of 2 years’ experience in a relevant role with a nonprofit.
• Must be at least 21 years of age, can successfully pass a drug-test and criminal background check.
• Current and valid Nevada Class C driver’s license.
• Proof of acceptable driving record and reliable transportation.

Benefits

• The Nevada Partnership for Homeless Youth offers a competitive benefits program including three weeks Paid Personal Leave and thirteen paid holidays per year.
• NPHY also offers fully paid medical, dental and vision insurance plan for full-time employees. Employees can also participate in a company-sponsored retirement plan and voluntary insurance plans.

If you are interested in this position and possess the above-mentioned qualifications, please email cover letter, resume and salary requirements to hr@nphy.org, or fax to (702) 685-0764.