



## Controller

**Department:** Finance

**Relationships:** Reports to VP of Finance and Administration

**Location:** This position can be located in the Norristown offices

**FLSA Status:** Full Time, Exempt, Salaried

### Summary

The position will be a hands-on and participative accountant that will be responsible for the financial accounting for all regional needs across Pennsylvania plus oversight of all financial operations including the state office.

The Controller is responsible for working with, guiding and assisting the current configuration of volunteer treasurers of 55 local programs across Pennsylvania, and with transitioning those programs into a 9-region model. This position is responsible for ensuring that SOPA financial reporting guidelines and controls are strictly maintained.

### Key Responsibilities

#### **Financial Management**

- Manage cash receipts reporting in FADS, ensure accuracy of coding, and transfer the information to the accounting software.
- Maintain fixed asset schedule, calculate depreciation expense, prepare and record all related journal entries.
- Maintain inventory records, prepare and enter journal entries to record changes.
- Prepare financial records for the annual audit and prepare schedules and analysis for external auditors.
- Review check requests, correct coding as needed, and process payments.
- Maintain and reconcile centralized disbursement and depository accounts. Prepare and enter adjusting journal entries as needed to record bank fees and other non-routine cash items.
- Maintain records of all CD's and other investment instruments. Prepare and enter journal entries for interest earnings and other investment activity, and enter into accounting software.
- Maintain and reconcile petty cash records on a monthly basis.
- Maintain updated records of local bank accounts and authorized signers.
- Prepare journal entries to record monthly activity in local savings accounts. Reconcile all statements monthly to ensure that bank statements tie to general ledger.
- Assist regions and programs with preparation of annual budgets and ensure their timely submission and input into the accounting software program.

- Administer credit card program including analyzing coding to ensure accuracy and timely reporting plus manage the integration process from credit card system to accounting software.
- Assist local treasurers with trouble shooting any issues that arise with the Centralized Accounting system.
- Work with the state staff accountant to reconcile shared accounts on a monthly basis. Research differences, prepare and record related journal entries.
- Record all activity for investments on a monthly basis.
- Oversee the annual audit and 990 preparation.
- Manage the budget process for state, regional, and local programs.
- Handle reporting obligations with SOI and other entities as the need arises.
- Manage UCS grants from a financial perspective.
- Prepare quarterly financial statements for the state, local, and regional programs.

### **Training**

- Train new volunteer treasurers on SOPA regional and local program accounting guidelines and act as a resource to volunteers and staff regarding finance policies.
- Assure compliance with Pennsylvania Small Games of Chance license requirements.

### **Qualifications**

- Minimum of a Bachelor's degree in accounting.
- At least 5-10 years of broad accounting experience.
- Strong computer skills with an emphasis on Excel and experience with accounting software.
- Ability to translate financial concepts to volunteers of various skill levels.
- A successful track record in setting priorities; keen analytic, organization and problem solving skills.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- Self reliant, good problem solver, results oriented.
- Personal qualities of integrity, credibility, and dedication to the mission of SOPA

**APPLICATION INSTRUCTIONS:** Serious applicants will email [careers@specialolympicspa.org](mailto:careers@specialolympicspa.org) with a letter of interest, resume, salary history, references, and salary requirement.

No phone calls or emails will be accepted. No recruiters.

EEO/M/V/H/V

### **ORGANIZATION DESCRIPTION**

Special Olympics Pennsylvania provides year-round sports training and competition in a variety of Olympic-type sports for children and adults (age 8-80) with intellectual disabilities. All training and competition opportunities are provided free of charge to athletes, enabling everyone to experience the benefits of Special Olympics that extend well beyond the playing field. The athletes of Special Olympics -- over 18,000 strong in Pennsylvania -- are constant reminders of all that is right with the human spirit. Pennsylvania is the 7th largest program and one of the strongest Special Olympics programs in the United States. For more information about how SOPA inspires greatness, visit [www.specialolympicspa.org](http://www.specialolympicspa.org).