



**IRONBOUND COMMUNITY CORPORATION**

Job Description Form

Program Name:	Ironbound Community Corporation Financial Department		
Job Location:	317 Elm Street Newark, NJ 07105		
Job Title:	Controller		
Reports to:	Hazel Applewhite	Title:	CFO

Hours:	FLSA Status	Type of position:	Other comments:
	<input checked="" type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Consultant/Contractor	
	<input type="checkbox"/> Nonexempt	<input type="checkbox"/> Part-time <input type="checkbox"/> Intern	

**JOB DUTIES**

The Ironbound Community Corporation (ICC) is a 51-year nonprofit organization whose mission is to engage and empower individuals, families and groups in realizing their aspirations and, together, work to create a just, vibrant and sustainable community. ICC strives to address the needs of our diverse, multi-lingual, multi-cultural community. Today, ICC serves more than 1,000 children and families every day with a wide range of programs and services. ICC also strengthens communities through advocacy, neighborhood organizing, and community development initiatives.

**ROLES AND RESPONSIBILITIES**

- Finance and Accounting Leadership**
- Supervise accounting staff.
  - Oversee all accounts, ledgers, reporting systems, accounts payable, accounts receivable, payroll ensuring compliance with appropriate GAAP standards and regulatory requirements.
  - Maintain internal control and safeguards for receipt of revenue, costs, and program budgets and actual expenditures.
  - Coordinate and manage all audit activity, oversee financial statement and preparation of 990's.
  - Assist Ironbound Community Corporation Nonprofit's leadership in the annual budgeting and planning process; administer and review all financial plans and compare to actual results with a view to identify, explain, and correct variances as appropriate.
  - Oversee and assist with all financial, project/program and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collate/prepare financial reporting materials for government, corporate, and foundation grants.
  - Conduct meeting with program staff on financials.
  - Support the CFO with board finance committee's financial report.
  - Manage organizational cash flow forecasting by working in partnership with the CFO; continuously collaborate with CFO and program leadership to assess the financial efficacy of program operations and establish finance systems to support program operations.
  - Monthly financial report.
  - Prepare annual agency budget preparation.

- Manage and track the performance of invested assets in keeping with policies and investment guidelines.
- Keeps abreast of current trends and practices in relevant accounting and management fields.
- Develop and maintain policies and procedures that are aligned with best accounting practices.

## **JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS**

### **Qualifications:**

- Understanding of Fund accounting
- Proven knowledge of non for profit accounting software
- Leverage strengths of the current finance team members, help to clarify roles and responsibilities and develop and implement training programs in order to maximize and reach optimal individual and organizational goals.
- Provide leadership in strengthening internal communications with staff at all levels throughout the organization; create and promote a positive and supportive work environment.
- A track record in grants management as it relates to compliance and reporting of government, corporate and foundation grants is essential
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; advanced knowledge of accounting and reporting software
- Commitment to recruiting, mentoring, training, and retaining a diverse team; the foresight and ability to delegate accordingly
- Keen analytic, organization and problem solving skills which allows for strategic data interpretation versus. simple reporting
- Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to senior management, board or other outside partners
- Ability and desire to translate complex financial concepts to individuals at all levels including finance and non-finance managers
- Advance degree in accounting or related field
- 10 plus year experience in accounting, financial management and non for profit accounting experience.
- Strong attention to detail and critical thinking skills
- Committed to racial equity, diversity and inclusion as a lifestyle.

**ICC is an Equal Opportunity Employer** and is committed to further building and maintaining a staff that reflects the full range and diversity of our community. We are looking for a diverse applicant pool and strongly encourage women of color, persons with disabilities, immigrants, members of the LGBTQ community, and people from low-income and working class backgrounds to apply.

If interested, you must send a resume, cover letter with salary requirement to [controller@ironboundcc.org](mailto:controller@ironboundcc.org).