

## Controller

St. Vincent de Paul – Cincinnati (SVDP) has served residents of greater Cincinnati for over 150 years with basic needs such as food, medicine, clothing and household goods, and homelessness prevention through its outreach center in the West End, fifty-two parish-based volunteer Conferences (chapters), three charitable pharmacies, and eight thrift stores. SVDP provides holistic direct assistance and systemic change services while treating neighbors in need with dignity and compassion.

**Job Title:** Controller

**Reports to:** CFO

**Job Status:** Exempt Full-Time

**Location:** Liz Carter Center - 1125 Bank Street, Cincinnati

### Job Summary:

The Controller is a newly created position resulting from the continued annual growth of SVDP. The Controller is responsible for oversight of all aspects of day-to-day accounting and financial reporting within the organization, ensuring alignment with SVDP's mission-driven goals. The role includes developing, implementing, and ensuring compliance with financial policies and procedures consistent with generally accepted accounting principles ("GAAP"). The Controller is responsible for maintaining and continuously improving the system of financial controls.

### Responsibilities and Duties:

- **Financial Leadership:** Oversee all accounting functions, including accounts payable, accounts receivable, payroll, general ledger, and financial reporting. Mentor and develop the accounting team to enhance professional growth and operational efficiency.
- **Financial Reporting:** Responsible for preparation of timely and accurate monthly financial statements for all SVDP-Cincinnati operating entities, as well as, quarterly financial reporting to Board of Directors ensuring compliance with GAAP and nonprofit standards. Provide management reports to support strategic planning goals and decision-making.
- **Budgeting:** Assist in the development and management of annual operating and capital expenditure budgets for all operating entities.
- **Payroll:** Oversee payroll process to ensure accurate and timely payment to all employees. Ensure compliance with federal, state and local payroll regulations.
- **Grant Reporting:** Provide financial information necessary for grant applications and grant reporting.

- **Audit & Compliance:** Assist in coordination and completion of annual audits and tax filings. Ensure compliance with federal, state, and local regulations related to nonprofit organizations.
- **Financial Policies:** Develop and implement financial policies and procedures to improve internal financial controls and enhance operational efficiency. Ensure all processes and procedures are fully documented.

**Qualifications:**

- Bachelor's degree in Accounting; CPA required.
- A minimum of 10 years of progressive accounting experience, preferably in a nonprofit environment including familiarity with Uniform Guidance. Management/supervisor experience is required.
- Strong understanding of GAAP and financial management principles.
- Experience with accounting/financial software and advanced proficiency in Excel.
- Excellent analytical, problem-solving, and organizational skills.
- Strong communication and interpersonal skills, with the ability to work collaboratively with diverse teams and stakeholders.
- Demonstrated commitment to the mission and values of the organization.