



Open Doors
Job Description

Job Title	Program
Controller	Open Doors
Role Mission	
<p>To enable Open Doors to achieve its goal of meeting housing needs for 1,500 people each year by ensuring we have seamless systems that allow efficient placement of households in partner properties.</p>	
Role Scope	
<p>The Controller will ensure all accounting transactions are performed correctly and in accordance to generally accepted accounting principles. The primary responsibilities include coordinating and completing month end closing and preparation of accurate and timely financial statements; performing balance sheet, revenue and expense account reconciliations; and taking ownership of the accounts payable and accounts receivable processes. The Controller will also ensure the integrity of accounting information by recording, verifying, and entering transactions.</p>	
Critical Role Outcomes	
<ul style="list-style-type: none"> • Performs internal audits to review and analyze adequacy of accounting policies and procedures as well as internal controls. Presents recommendations to Executive Director. • Creates, maintain and enforces a documented system of accounting policies and procedures to ensure overall compliance. • Monitors cash flow, debt levels, and ensures that required debt payments are made on a timely basis in compliance with debt covenants. • Monitors and manages daily transaction postings in financial management software. • Oversees all organizational accounting and finance functions including financial reporting, fixed assets, accounts receivable (AR) and accounts payable (AP). • Oversees all donor invoicing and receipting. • Manages all grants onboarding, budgeting, accounting, and reporting. • Manages month and year-end closing procedures, including review and analysis of financial results. • Prepares closing schedules and financial reporting package for Executive Management, Finance Committee, and the Board of Directors, and ensures accuracy and timeliness of financial reports. • Maintains all accounting related systems to ensure accuracy and efficiency. • Reviews GL transactions and balance sheet reconciliations. • Monitors and identifies trends in revenue and expenditures. • Coordinates the provision of information to external auditors and tax filing professionals. • Facilitates budgeting cycle with Executive Director and Finance Committee to ensure financial goals and objectives are met. • Assists in preparing budget forecasts; participates in strategic business planning and analyses. • Proactively identifies inefficiencies and documents process improvements. 	



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- Manages integrating third party billing systems with accounting operating system and fundraising and donor management software.
- Prepares monthly variance reports and communicating results to Executive Director and Finance Committee.
- Assists with compliance and adherence to bond debt service agreement with bank.
- Monitor records and reporting for the investments cycle (long-term and short-term investments, gains/losses, fair value data, etc.).
- Provides training, coaching, and direction to Operations Coordinator, Billing Clerk, and other members of the financial services team.
- Complete additional projects and tasks as assigned by Executive Director.

Role Structure

Report to: Executive Director

Manage/Supervise: Operations Coordinator – financial services tasks only (co-supervised with Executive Director), interns, volunteers, contracted employees (as assigned by Executive Director)

POSITION SPECIFICATIONS

Critical Experiences

- Must have an Accounting degree and at least 5 years of progressive accounting experience in nonprofit financial services.
- Must have experience managing grants, preferably federal and/or HUD grants.
- Proficient in general ledger software systems, preferably QuickBooks.
- Proficient in fundraising and donor management software.
- Must be proficient in financial analysis, including the use of pivot tables and other data management tools.
- Must be proficient in Microsoft Office programs including Excel, Word, SharePoint, and Outlook, as well as cloud-based systems such as Dropbox, Google Cloud, and others.
- Accuracy in daily work and other projects.
- Ability to meet communicated schedules and deadlines.
- Adherence to policies, procedures and instructions of Management.
- Ability to maintain good working relationships with residents, vendors and other employees.

Core Competencies

Critical Thinking (Strength) - Connects disparate data sources together to form well founded and original conclusions; identifies the root cause to solve complex problems; identifies critical gaps in data or unchallenged assumptions to enrich analytical impact; makes timely decisions even when challenged by incomplete information.



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Sense of Urgency (Strength)- Operates comfortably with minimal planning; drives through to the finish line despite obstacles; builds effective working teams to meet deadlines and commitments; allocates controlled resources to make urgent progress on critical priorities

Customer Focus (Mastered) - Recognizes and prioritizes different customer expectations to satisfy each interest; solicits data to measure and improve service level; anticipates and addresses potential or evolving stakeholder needs; uses insights to influence customer requirement and assumptions

Collaboration- (Strength) Identifies, proactively considers, and brings together the right people to meet business needs; finds common ground and solves problems that meet diverse stakeholder needs; contributes effectively outside of core responsibilities to improve team effectiveness; promotes and celebrates team accomplishments before individual accomplishments.

Communication (Mastered)-Communicates to achieve buy-in and consensus from people who share different views; delivers credible and influential messages that have the desired effect; shares important information openly, directly, candidly, and proactively.

5. Salary and Benefits

Employment Type: Full-Time (40 hours per week)
Salary Range: Determined for applicable qualifications and experience; annual bonus potential.
Paid Time Off: 6 hours accrued per pay period – 156 hours annually; Most federal holidays.
Insurance:

- Medical
- Dental
- Vision
- Life
- Long-Term Disability
- Short-Term Disability

6. Work site

Employee will work at program office and remotely as permitted.

- Program Office – 2872 Woodcock Boulevard, Suite 211; Atlanta, GA 30341