

**Job Title:** Controller  
**Reports To:** Executive Director  
**Job Status:** Permanent, full-time, exempt position

**Overview:** The Controller is in charge of managing all financial and accounting operations and reporting, providing financial visibility with information that is relevant, insightful, timely, accurate, and in compliance with accepted accounting rules.

**Responsibilities:**

- Manage and supervise all financial activities including:
  - Budgeting
  - Daily financial tasks (A/R, A/P, payroll, GL accounts, etc.)
  - Financial report preparation and analysis
  - Cash management
  - Financial presentations to the Board of Directors
  - Preparation for tax filings and audits
  
- Plan, coordinate and execute the annual budget process.
  
- Ensure that relevant financial data is provided to management and the Board of Directors.
  
- With the Executive Director, manage and oversee human resources including benefits administration and policy compliance.
  
- Work with appropriate staff to ensure the ongoing maintenance of information systems and infrastructure including all hardware and software.
  
- Work with appropriate staff to develop budgets and financial strategies for grant proposals and camp projects.
  
- Manage grants, assuring all terms are adhered to and disbursements properly accounted for.
  
- Act as staff liaison to appropriate Board of Directors committees.
  
- Other duties as assigned.

**Education:** Business or accounting degree mandatory.

**Experience:** Demonstrated experience in financial planning and analysis, human resources, audit, administration, financial information technology, risk management.

**To Apply:** Send cover letter and resume to Executive Director Dave McDonald at [dave@mhkc.org](mailto:dave@mhkc.org) with the subject line "MHKC Controller."