

## Position Description

### **Classification**

**Full-time, Exempt, Salary**

**Remote: No**

### **Reports to**

Chief Financial Officer

### **Summary/Objective:**

The Controller leads the organization's accounting operations, ensuring accuracy, compliance, and strong internal controls. This role oversees daily accounting activities, monthly close, financial reporting, audits, budgeting support, and process improvements. The Controller partners across departments and provides financial insight to support the CFO with strategic decision-making.

### **Duties/Responsibilities:**

#### **Financial Operations & Oversight:**

- Oversee accounting functions including receivables, payables, cash management, cost accounting, and the general ledger.
- Ensure timely and accurate processing of deposits, mortgage activity, ACH/wires, and NSF items.
- Maintain the chart of accounts and oversee new accounts and project code setup.
- Review and approve disbursements, including AP, purchase orders, expense reports, and purchase cards.
- Provide oversight of mortgage/escrow processes.

#### **Financial Reporting & Analysis**

- Lead the monthly close and prepare accurate financial statements.
- Produce monthly reporting packages, including budget-to-actuals and variance analysis.
- Provide financial analysis to support operational and strategic decisions.
- Ensure proper revenue recognition for grants, contributions, pledges, and home sales.

#### **Cost Accounting & Construction Financials**

- Oversee job costing and construction-in-process entries.
- Partner with Construction on project budgets, bid reviews, and monitoring job performance.

#### **Internal Controls, Compliance & Audit**

- Strengthen and maintain internal controls and ensure compliance with GAAP and regulations.
- Lead annual audit and IRS Form 990 preparation.
- Ensure complete and accurate financial documentation.

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### Process Improvement & Systems Management

- Identify and implement process improvements and automation opportunities.
- Oversee financial systems (Sage Intacct, Bill.com, Paylocity), including training and optimization.
- Ensure cross-training of department staff.

### Leadership & Team Development

- Supervise and develop accounting staff.
- Promote a collaborative, mission-driven team environment focused on accuracy, transparency, and improvement.

### Other Duties

- Support the CFO with special projects and strategic initiatives.
- Perform additional responsibilities as assigned.

### Competencies:

- Strong leadership and team-building capabilities
- Advanced analytical and problem-solving skills
- High integrity and commitment to confidentiality
- Excellent communication skills including ability to explain financial concepts to non-financial staff
- Strong organization and time-management
- Proficiency in Microsoft Office and accounting systems (Sage Intacct, Bill.com, Paylocity preferred)

### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in an office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to use hands, reach with hands/arms, listen, and communicate. The employee must be capable of lifting and/or moving up to 15 pounds on a necessary basis and will occasionally be required to stand and walk for extended periods of time consistent with a typical office environment.



# Controller

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### Position Type/Expected Hours of Work

This is a full-time hourly compensated position working approximately 40 hours a week Monday through Friday. Flexibility is necessary for occasional attendance at evening meetings, and preparation for special events.

### Education, Experience and Attributes

- Bachelor’s degree in accounting, finance, or related field required
- CPA or CMA preferred
- Minimum 5–7 years of progressive accounting experience, including supervisory or management responsibilities
- Experience in nonprofit accounting, fund accounting, or construction accounting preferred
- Demonstrated understanding of GAAP and strong internal control principles
- Experience preparing or supporting external audits and IRS Form 990 filings.

### Other Duties

*Please note this job description is designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job but is not limited to this. Duties, responsibilities, and activities may change at any time with or without notice.*

*Habitat for Humanity Tampa Bay Gulfside (TBG) actively recruits, employs, trains, and compensates employees regardless of race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetics, or veteran status. In addition to federal law requirements, Habitat TBG complies with applicable state and local laws governing nondiscrimination in employment in every location. This policy applies to all terms and conditions of employment, including workplace harassment.*

*At Habitat TBG, we have a clear vision to be the place where a diverse mix of talented people want to come, stay, and do their best work. Our vision is to see a world where everyone has a safe, affordable place to live, and we know our organization runs on the hard work and dedication of our passionate and creative employees. Our dedication to promoting diversity, multiculturalism, and inclusion is clearly reflected in the work that we do externally in the community, as well as internally with our employment practices.*

**I agree to the fullest extent of my knowledge that the above description depicts my daily functions in my position.**

\_\_\_\_\_  
Employee Name (Please print)

\_\_\_\_\_  
Employee Signature

Date: \_\_\_\_\_