

## United Way of the Greater Lehigh Valley Job Posting

Position: Controller

Department: Finance & Administration

Supervisor: CFO

Status: Salary, Exempt, Full-Time

Salary range: \$90k to \$100k

### **Position Description Controller**

Provide financial oversight & internal control, ensuring the transparency and integrity of financials. Analyze financial data to inform business decisions.

### **Accountabilities for Controller:**

1. Supervision – 1-2 direct report (10% of time)
2. Maintain financial oversight of UWGLV (50% of time)
3. Lead Audit Process (15% of time)
4. Staff lead for Finance and Audit Committee (5% of time)
5. Support department budget management (5% of time)
6. Provide financial oversight of program investments (5% of time)
7. Provide financial support for affinity groups (5% of time)
8. Improve & innovate finance processes & utilization of software (5% of time)

### **Work Experience and/or Education for Controller**

- 5 plus years of professional experience in the non-profit sector in a financial management role. Relevant experience in other sectors or related education considered in lieu of work experience.
- Bachelor's degree in accounting or finance required. MBA and/or CPA preferred.

### **Skills**

- Deep understanding of 501c3 financial statements
- Proficiency with accounting software and MS Excel and familiarity with database software
- Demonstrated analytical ability
- Understanding of and commitment to the mission, vision, and goals of United Way
- Proficient in the latest Microsoft Office Environment (Word, Excel, PowerPoint, Outlook, MS Teams),

Reasonable accommodations may be made to enable individuals to perform the essential functions. United Way of the Greater Lehigh Valley is an equal opportunity employer.

### **Benefits Package**

In addition to the base pay and annual merit increases this position is eligible for our org-wide performance based annual bonus package which is typically 2%-4% of base pay. The benefits package includes subsidized medical, dental and vision insurance, fully paid life and ltd insurance, a 401k retirement plan with employer contributions and a generous paid leave policy.

### **Work Location & Schedule**

This position is in person in our office in Allentown, PA for at least 70% of the schedule. Our schedule is flexible within normal business hours M-F.

Apply here <https://unitedwayglv.isolvedhire.com/jobs/1031124-289205.html>

