

JOB ANNOUNCEMENT

Position Title: Controller
Team: Finance
Group: Management, General & Administration
Reports to: Chief Financial Officer
FLSA Status: Exempt
Compensation: Starting at \$59,674.68 - \$66,774.24 annually, plus generous benefits package

***Want to help make a difference?** Human Solutions counters the forces that keep people and communities in poverty by building relationships and assets that create opportunity - today and for future generations.*

We partner with people and communities impacted by poverty so they can achieve long-term housing and economic security. We invest in affordable housing and community assets that contribute to strong, inclusive neighborhoods. We advocate with our community for policies and investments that expand housing and economic opportunity, eliminate wealth inequality and end poverty.

East Portland/East Multnomah County, Oregon is our home and the heart of our investments, advocacy and programs.

Human Solutions envisions vibrant, healthy neighborhoods where all people can share in the security, hopes and advantages of a thriving, supportive community.

Human Solutions operates as a nimble, financially strong organization driven by our passion, strategic goals and [guiding principles](#).

Diversity, inclusion and [equity](#) are fundamental values for Human Solutions, both internally and externally. HSI has an Equity Council, which acts as an internal board to vet and recommend personnel policies and compensation practices. The council staffed by primarily staff of color in non-management roles. It also helps with diversity-related projects, such as coordinating staff diversity trainings and provides ongoing input into our equity work.

Human Solutions is working to end homelessness and poverty in our community because everyone deserves a safe place to call home.

What Human Solutions Can Offer You: We offer a comprehensive array of benefits in support of your physical, emotional and financial well-being. A few highlights:

- Employer paid premiums for employee health insurance.

- *Generous paid time off, 13 paid holidays, a floating birthday holiday and the ability to maintain a great work/life balance.*
- *Employer paid premiums for short-term and long-term disability insurance and life insurance.*
- *Access to an employee assistance program.*
- *Flexible spending accounts for health and for dependent care.*
- *Professional development opportunities, including employee driven committees and monthly optional staff workshops.*
- *Access to wellness initiatives and resources including things such as walking groups, yoga classes and workshops on stress management, self-care and wellness.*
- *Opportunity to contribute to a 401k retirement plan with a 2% employer match after three months of employment.*
- *A six-week paid sabbatical after every seven years of consecutive employment with HSI.*

SUMMARY:

Growth in our organization has increased the complexity of the accounting and finance function. The Controller plays a critical role in the oversight and compliance required to successfully manage the general ledger.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

1. Oversee the accounts payable and accounts receivable functions.
2. Review and post transactions and journal entries.
3. Lead, develop, and support general ledger team.
4. Supervise monthly and year-end closing process to ensure completion within specified time frame.
5. Provide accurate and timely financial information to management and other internal and external customers.
6. Assist with preparation of schedules for the parent company financial statement audit.
7. Document and implement policies and procedures related to job responsibilities and department workflow.
8. Identify weaknesses in internal controls or procedures and recommend corrective action.
9. Provide backup and support to CFO.
10. Perform other related duties or special projects as assigned.

SUPERVISORY RESPONSIBILITIES:

Manage the employees on the general ledger team including Contracts Accountant, Senior Accountant, Accounts Payable Specialist and Accounting Assistant. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Interview, hire, and train employees; plan, assign, and direct work; perform annual skill surveys; and foster positive team spirit.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or

ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in accounting with CPA preferred.
- Minimum three years of work experience in accounting, preferably in a nonprofit organization with two years of prior supervisory experience.
- Solid knowledge of GAAP and nonprofit accounting methods, practices, procedures, policies and processes.
- Experience in housing or real estate preferred.
- Strong organizational and analytical skills and attention to details.
- Intermediate knowledge of Excel; proficient in Word and other MS Office applications. Extensive experience with computerized accounting systems; knowledge of Abila MIP Fund Accounting is desirable.
- Excellent customer service skills to external and internal constituents.
- Strong verbal and written communication skills.
- Team player

CERTIFICATES, LICENSES, REGISTRATIONS

Current Oregon Driver's License and current automobile insurance

LANGUAGE SKILLS:

Must be able to read, write and speak English both in person and by telephone. Ability to read and interpret accounting regulations, contracts, insurance policies and other complex material. Ability to produce written financial narrative reports for a variety of audiences.

REASONING ABILITY:

The ability to understand the effect of individual accounting entries and decisions on the financial statements taken as a whole is essential. Must be able to prioritize and work under demands of short time lines. The individual must possess the ability to reason logically and methodically.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must be able to sit for long periods. He or she must be physically able to operate a telephone, fax machine, computer, ten-key, and copy machine. Some walking is required. Occasional lifting of up to fifteen pounds may be required.

TO APPLY

Please send resume with cover letter and three professional references to: Tanja Lux, Chief Financial Officer, via ADP Workforce Now:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ddc01fb9-194a-49ca-800b-5187d8837399&cclid=19000101_000001&lang=en_US