

Title:	Controller
Department:	Accounting
Reports to:	CEO
Collective Bargaining Status:	Non-Union
Employee Status:	Administrative
Pay:	Salary
Last Revised:	February 4, 2023

Purpose

The Finance Manager is responsible to provide financial oversight, leadership and support by directing all internal financial functions including accounting, budgeting, credit and collections, financial reporting, payroll, tax, treasury and special projects.

Essential Functions

Accounting

- Establish and maintain the organization's accounting principles, practices, and procedures.
- Plan, design, develop, and implement financial models for accounting operations.
- Perform or oversee the reconciliation of balance sheet accounts and analysis of expense accounts on a monthly basis.
- Report performance of all legal entities individually and at a consolidated level. Perform eliminating entries as needed. Analyze variances from budget monthly to ensure transactions have been recorded in the proper period and account.
- Customize existing internal financial software to meet the internal reporting needs of the organization and ensure proficiency with its use within the department.

Financial Reporting-Effective presentations of financial information and recommendations to the CEO.

- Plan, design, implement and direct financial analysis projects and financial reporting activities.
- Prepare and distribute monthly internal financial statements that comply with organization policies and standards.
- Prepare and distribute financial statements for external use in compliance with contractual obligations and professional standards.
- Prepare or direct preparation of custom reports as requested.
- Complete and submit annual surveys and registrations.
- Leverage existing application software to improve operational efficiencies in time reporting and billing.
- Review expenditures approved by others as needed to ensure conformance to organization policy; follow-up as needed.

- Oversee the accounts payable, accounts receivable, and billing functions.

Budgeting

- Compile and analyze past and current year data to identify and examine trends affecting budget needs.
- Plan and guide the activities of personnel responsible for the formulation of departmental budgets to corroborate those budgets and ensure organization objectives are being met in the most cost-efficient manner.
- Prepare the organization budget for all legal entities and consolidated and present to the CEO.

Billing/Credit & Collections

- Oversee the billing and credit and collection processes including the development and implementation of credit and collections policies and procedures. Advise as to changes in billing procedures as needed.
- Calculate payment changes when ONA dues rates change.

Manage and work with HR/Business Office Administrator

- Work in collaboration with Business Office Administrator and Third-Party Administrators to manage employee benefits.
- Ensure reconciliation of all balance sheet accounts affected by payroll and perform a variance analysis of all expense accounts affected by payroll to ensure the proper amounts have been recorded.
- Provide back-up support to the Business Office Administrator on payroll.

Tax

- Direct the organization's tax reporting and compliance function in order to minimize the organization's tax obligations including preparing accurate tax returns and related schedules and maintaining tax records and supporting schedules including a schedule of accrual to cash basis adjustments. Tax returns include 990 and LM2.
- Direct the tax reporting and compliance function for the Association's employee benefit plans including performing discrimination testing and preparing 5500's for the 401(k) and Target Benefit Plans.

Treasury

- Establish and maintain departmental policies and procedures for the procurement, safeguarding, and investment of assets.
- Review daily cash position for all legal entities and direct short-term investment or line of credit activity. Ensure compliance with Credit Agreement covenants.
- Oversee process to ensure all organization disbursements are authorized and at the proper amount.
- Develop and maintain a comprehensive cash flow forecast and analyze significant variances.
- Oversee capital asset management recording of capital assets and complete accurate record keeping of fixed asset additions, transfers, adjustments and retirements on both a book and tax basis. Reconcile the capital asset sub-ledger to the general ledger including reconciliation of depreciation, amortization, and gain/(loss) on disposition accounts.

Leadership

- Participate on Labor Management Team and Management Team.
- Collaborate on operations with Management Team.

Manage Professional Vendor Relationships

- Identify when legal or financial advice may be needed from outside professional resources.
- Maintain relationships with attorney and outside CPA.
- Maintain copy of all contracts for the organization.

Other Duties as Assigned

- Participate in staff meetings and other required meetings and seminars.
- Assists in the coordination and preparation for the biennial convention.
- Attends as a staff member and performs assigned duties at the biennial convention.
- Takes ownership of assigned responsibilities and work product.
- Submit time electronically on a weekly basis.
- Submit credit card statements, if necessary, by the deadlines established.
- Respect computer and laptop service requests and responds timely when action is required.
- Provides information on the intranet calendar when out of the office.
- Maintains documents in a format that makes them readily accessible to other staff in accordance with office policy.
- Ensures that all marketing and public relations communications intended for public release are reviewed by the Director of Communications.

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

Typical Physical Requirements

- Regularly uses a telephone and e-mail system for communication.
- The person in this position frequently communicates with employees and applicants who have inquiries. Must be able to exchange accurate information in these situations.
- The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- The person in this position frequently operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Light work – Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

Employment Standards

Knowledge of:

- Overall mission of American Nurses Association and Ohio Nurses Association (learn on the job).
- Generally-accepted accounting principles (GAAP).
- Federal, state and local taxes.
- Payroll regulations.
- Department of Labor regulations regarding financial reporting for unions.
- Fair Share regulations.
- Understanding of administration of Section 125 plans.
- Nonprofit entities including 501(c)(3) and 501(c)(6).
- Political Contributing Entities.

Skill in:

- Microsoft Office programs with a high level of proficiency in Microsoft Excel.
- Accounting software (i.e. Sage, Peachtree).
- Excellent mathematical skills.

Ability to:

- Ability to run an accounting department, establish internal controls, and provide timely and accurate financial reporting.
- Demonstrates strong individual accountability with the ability to rely on experience and judgment to plan and accomplish goals.
- Strong organizational, analytical and accounting skills with attention to detail and deadlines.
- Ability to identify operational problems and recommend solutions to management or the CEO in order to improve profitability.
- Ability to read, analyze and interpret detailed, complex documents and contracts.
- Communicate clearly and concisely both orally and in writing.
- Identify new opportunities and act on them to enhance results.
- Represent the Association in a positive and professional way.
- Demonstrate a helpful, accepting attitude towards members and others.
- Relate to and establish rapport with all types of people.
- Plan, organize, prioritize and meet numerous and often competing priorities.
- Have a customer focus.
- Pay attention to detail.
- Solve problems and make quality decisions on a timely basis.
- Ability to deal with stressful situations.
- Research information.
- Work with individuals and groups.
- Learn things quickly.

Desirable Education and Experience

Any combination of education and experience, which would likely produce the necessary knowledge and abilities, is qualifying.

- Bachelor's degree in Accounting.
- Certified Public Accountant (CPA).
- Five years of experience in accounting.
- Experience in a nonprofit organization.
- Experience with Department of Labor regulations related to financial reporting for unions.
- Experience with Fair Share regulations.
- Current Ohio driver's license.
- Maintain eligibility for auto insurability through ONA's carrier.
- If registered nurse, member of ONA or another SNA.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such office environments. Observance of all safety rules and guidelines is imperative and expected at all times. The employee may be exposed to chemical compounds found in an office environment.

How to Apply: Please submit your cover letter and resume to: jobs@ohnurses.org or alemery@ohnurses.org

