

## **NOTICE OF NEW POSITION OPENING**

**TITLE:** Assistant Controller  
**REPORTS TO:** Treasurer/CFO  
**FLSA CLASSIFICATION:** Full time, Exempt

**SUMMARY:** A key member of the Finance Office team, the **Assistant Controller** is responsible for the overall management and maintenance of the general ledger as well as assisting with the development of financial reporting, planning and budgeting systems.

### **ESSENTIAL FUNCTIONS:**

- Commits to the mission and vision of the Sisters of Saint Joseph
- Analyzes departmental analytics and the general ledger account
- Manages and maintains general ledger including adding accounts, reconciling trial balance, development of reports, monitoring effects of software updates
- Manages monthly close of general ledger and financial report generation
- Generates and distributes the quarterly management and departmental reports in addition to year-end reporting.
- Monitors cash flow and develops cash flow forecasting
- Monitors internal controls and suggests improvements
- Oversees, manages and consolidates the annual budget process
- Updates and/or prepares long-term projections
- Evaluates financial systems and efficiencies
- Working with external auditors, assists in preparation for the annual audit
- Participates in other projects as requested by the CFO

### **EDUCATION/EXPERIENCE:**

- must have at least 10 years of accounting experience
- Master's degree or CPA preferred
- broad range of experience working for multiple years in the operations of a finance business office

### **QUALIFICATIONS/SKILLS:**

- **Accounting**
  - strong knowledge of accounting principles and practices
  - skilled in analysis and reporting of financial data
  - strong general ledger skills with the ability to analyze accounts and create journal entries

- proven experience with budgeting and financial reporting & analysis
- strong attention to detail
  
- **Computers and electronics**
  - proficiency in Microsoft Office applications. Strong experience with Excel is a must
  - willingness and ability to learn new systems; experience in evaluating and implementing new systems is a plus
  
- **Customer and Personal**
  - knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards, and evaluation of customer satisfaction
  - strong problem-solving skills a must
  - demonstrated ability to work independently and to organize and prioritize work
  - willingness to take both an active and personal role in ensuring departmental goals

Qualified, interested candidates are asked to forward cover letter and detailed resume to Human Resources, [pharrington@ssjphila.org](mailto:pharrington@ssjphila.org) by 3 pm, Friday, February 23, 2024.

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