

Controller

Position Description

Primary Objective

The Delaware Center for the Inland Bays seeks a motivated professional to coordinate the financial functions of the Center. The Controller works under the supervision of the Deputy Director and is responsible for the overall operation and maintenance of all CIB fund accounting systems including reporting documentation. They conduct the financial, tracking, and reporting operations involved with a variety of revenue streams that support research, education, and water quality restoration projects. They regularly analyze and evaluate the Center's financial information to inform staff and the Deputy Director of financial status, the effects of proposed plans, and potential improvements. The Controller supports the daily activities of the Deputy Director through management of accounting software, program- and project-based financial reporting, and preparation of budgets.

Preferred Qualifications

- Associates or bachelor's degree in Accounting or related field, or equivalent work experience.
- 2+ years of accounting experience.
- Ability to interpret the meaning of accounting records, reports, and statements.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills and teamworking ability.
- Experience with non-profit fund accounting systems and government grant reporting requirements a plus.

Principal Duties and Responsibilities

- Manage all accounts payables and receivables.
- Manage bank and brokerage accounts, transfers, and reconciliation.
- Prepare regular program and project financial reports for staff.
- Prepare and analyze regular organizational financial reports for the Deputy Director, the Center's Finance Committee, and the Board of Directors.
- Prepare monthly, quarterly, and year-end tax payments and reports.
- Manage annual financial statement preparation.
- Manage and support preparation of annual financial statement audit, annual federal single audit, and individual grant reviews/audits.

- Prepare annual operating budgets, budget updates, on-going forecasts, and cash flow analyses.
- Maintain organizational non-profit status and status for federal agency and other reporting portals (DE Corps, DUNs #, EPA – CCR, EPA – SAM, USDL, FFATA).
- Perform other duties assigned by the Deputy Director.

Salary Range

\$50,000 to \$60,000; salary is commensurate with experience. The Center offers a competitive benefits package that includes generous paid vacation days and paid holidays, health insurance (medical, dental, vision), 401(k) with profit sharing, and more.

Physical Demands and Work Environment

Work is performed almost entirely within an office environment and occasionally in the field. Field assignments may require some physical exertion, and occasionally contend with adverse weather conditions requiring special clothing and safety precautions. Evening or weekend work to attend meetings and events is sometimes required. A flexible schedule is permitted. The position is subject to the Center's Employee Handbook.

To Apply

Email resume or CV with cover letter in a single PDF file to hire@inlandbays.org. Applications will be accepted until February 24, 2023.

The Center for the Inland Bays is an Equal Opportunity Employer. We provide equal employment opportunities to all employees and applicants for employment and prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.