

SEVP Finance/Controller

DEPARTMENT: Accounting

ACCOUNTABILITY: Reports to President

LOCATION: Atlanta, Georgia

Operation HOPE is a nonprofit organization working to disrupt poverty for millions of low- and moderate-income families across the nation. Our focus is financial dignity and inclusion. Through our award-winning HOPE Inside programming model, we equip young people and adults with the financial tools and education to secure a better future—coaching them through their personal aspirations and life’s challenges, and facilitating their journey to financial independence.

JOB SUMMARY

The SEVP Finance/Controller supports the President in a Non Profit organization; directing the function of the budget administration, financial management, cash management, cost control, financial analysis, accounting practices, and the overall integrity of Operation HOPE financial data.

DUTIES AND RESPONSIBILITIES

- Manage the daily accounting department functions of the organization.
- Provide the President with updates on the financial implications of business activities.
- Ensure processes for financial forecasting, budgets and consolidation are maintained and current.
- Follow the recommendations from the President to strengthen and strategically enhance financial performance in the accounting department.
- Ensure compliance with generally accepted accounting principles (GAAP) and government auditing standards board (GASB) practices to include managing the internal controls and keep them in place to ensure compliance with GAAP.
- Manage the process for the applicable federal, state, regulatory laws and rules for financial and tax reporting.
- Oversee all insurance renewals.
- Assist with budget administration, management function and monitor budget to actual expenditure reports for Operation HOPE.
- Ensure that annual grant budgets are entered into the accounting system, which includes grant modifications and all contract budgets are entered into the accounting system and balance to the appropriate grants.
- Manage daily cash balances on all accounts. Prepare and submit daily cash balance reports and ensure that all bank reconciliations are completed.
- Review all partner contracts to ensure levels of insurance and billing specifications are met.
- Review all Operation HOPE invoices – ensure appropriate approval, verify that the expense and/or grant code is correct and that adequate justification/support is provided.

- In conjunction with cash flow management
 - Ensure that accounts payable are paid in a timely manner.
 - Ensure that accounts receivable are collected promptly.
 - Ensure that required debt payments are made on a timely basis.
- All other work tasks and duties as assigned by President.

REQUIRED QUALIFICATIONS:

- Bachelor Degree in Accounting/ Finance
- CPA Certification required
- Non-Profit experience required
- Banking experience required
- Knowledgeable in government and grant accounting reports
- 10 plus years' experience
- 4 years of supervisory/management Financial Services Industry experience a plus
- Experience in partnering with an executive team, and have a high level of written and oral communication skills.
- Proficient experience in accounting systems and Microsoft Office
- System conversion experience is a plus.

EEO STATEMENT

Operation HOPE is an Equal Opportunity Employer, all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information or any other characteristic protected by law.

HOW TO APPLY

Please visit our website at: www.OperationHOPE.org and click on Careers.