



Campaign For Working Families, Inc. Job Description

Job Title:	Controller	Last Updated:	December 2022
Department:	All	Primary Manager:	President/CEO
DOL Status	Full-Time	FLSA Exemption:	Exempt

Overview Campaign For Working Families

The Campaign for Working Families, Inc. (CWF) facilitates expanded income security to low and moderate wage earners in the Philadelphia and Southern New Jersey regions by increasing their access to the Earned Income Tax Credit (EITC) and other federal credits, low-cost financial services, and products and public benefits. During the tax season, the Campaign operates many VITA (Volunteer Income Tax Assistance) tax sites throughout Philadelphia and Southern New Jersey, supported by volunteer tax preparers that provide free tax preparation services for low and moderate-income families and individuals. Additionally, CWF will be providing unemployment assistance to those seeking unemployment benefits, while working to connect the unemployed with workforce access and opportunities.

Position Summary

As a key member of the Campaign for Working Families Team, this position is responsible for accounting operations, production of financial reports, and maintenance of accounting records. This position's primary focus is the efficient acquisition and deployment of both short- and long-term financial resources, to ensure the objectives of the Campaign are achieved. The Controller will interact with staff, volunteers, Board of Directors, and Finance Committees on a regular basis.

Essential Functions

Fiscal

- Developing internal control guidelines, policies, and procedures for budget accounting, cash and credit management, administration, and other activities.
- Recommending and implementing improvements to accounting, operations, internal controls, and compliance policies and procedures, supporting strategy and best practices
- Transactional activities including accounts payable, accounts receivable (revenue recognition and billing), and payroll, general accounting, reconciliations, month-end close, and maintaining workpapers
- Ensuring compliance with state and federal regulatory requirements and professional standards.
- Preparing and presenting financial reports and risk analysis.
- Creating budgets and forecasts.
- Financial reporting for management and Board decision making and presentations
- Guiding financial decisions by establishing, monitoring, and enforcing policies and procedures.
- Providing support to management, particularly in commercial and financial matters.
- Creating reports that help senior leadership understand company financials.
- Being responsible for the company general ledger.
- Grant management, allocations, and funder reporting
- Prepare for and manage annual audit
- Client and staff training opportunities

Financial Planning

- Coordinating and directing budgeting, procurement, investment activities, and financial planning.
- Analysis and data visualization, budgeting, and forecasting

Tax Site

- Learn the appropriate tax law and processing software; obtain IRS tax certification
- Support processing payroll functions.

Competencies, Knowledge, Skills and Abilities

- Excellent people, written and verbal communication skills, with experience collaborating in a multidisciplinary, diverse, and dynamic team.
- Value centric and encourages diversity of thought, background, and perspective.
- Ability to adapt and thrive in a continually evolving, autonomous and highly detail and deadline-oriented environment.
- Tech savvy with experience and fluency in office and accounting software programs.

Qualifications (Education and Experience)

- Bachelor's degree in business, accounting, finance, or related field.
- Proven work experience in accounting or a related field.
- Understanding of applicable laws and regulations.
- Understanding of economic principles, financial markets, and banking.
- Proficient in financial data analysis and reporting.
- Nonprofit accounting experience including grant and contract management preferred
- Knowledge of payroll, accounts payable, and accounts receivable functions.
- Ability to deliver quality work on tight deadlines, with strong organization and priority setting skills.
- Proven experience in financial project management.
- Proficient in QuickBooks, Microsoft Word, Microsoft Teams, and Outlook.
- Advanced computer skills, specifically in Excel.
- Must be able to communicate financial information into sound business language so people of all levels can understand.
- Knowledge of federal regulation on taxes and reporting.
- Deep understanding of finance.
- CPA certification is a plus
- Work well with people, aggressively anticipate impacts of workload/issues to team deadlines and have a very positive work attitude including willingness to work some longer hours during peak periods.
- High energy, organization, creativity, dependability, and flexibility are required for success in this position.

Other Specialties, Certifications, Physical Requirements, and Work Conditions

- Regular, predictable attendance is required
- This position operates in an office setting or work from home and routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines
- Exertion of physical strength to lift, carry, push, pull, or otherwise move objects up to 10 pounds. Work involves sitting, walking, and standing is often necessary in carrying out job duties.

Acknowledgement

I acknowledge that I have read and accepted this job description. I understand what is expected of me in this position, and I can perform the essential functions as outlined with or without reasonable accommodation. Furthermore, I understand the duties and responsibilities listed in this job are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. If I have any questions about duties and responsibilities not specified in this job description that I am asked to perform, I should discuss them with my immediate supervisor or Human Resource representative.

Employee Name (Please Print)

Employee Signature

Date