

JOB TITLE:	Controller
DEPARTMENT:	Business & Operations, Accounting
REPORTING RELATIONSHIP:	Vice President, Business and Operations
EMPLOYEES SUPERVISED:	2 FTE
FULL/PART TIME:	Full Time
FLSA STATUS & PAY GRADE:	Exempt E

POSITION PURPOSE:

This position is responsible for effective financial planning, budgeting, and reporting systems and ensures effective systems for financial internal controls. The position is also responsible for preparing, presenting, tracking, and working with other management team members to comply with the IHS operating budget, the IHS special projects budget, the IHS Indiana Experience budget and other budgets as required according to priorities established by the CEO and guidelines established by the board and finance committee. The Controller manages the Accounting Department and works with all areas of IHS.

ESSENTIAL FUNCTIONS:

1. Oversee the IHS annual audit proceedings with an independent firm preparing all workpapers for the auditors, writing report footnotes, testing Collections, and keeping audit fees at a minimum. Act as IHS liaison to the Audit Committee. Present the annual audit report to the audit committee and the finance committee.
2. Work with Vice President, Business and Operations, to prepare the annual operating budget, special projects budget and Indiana Experience budget. Assist in presentation of all budgets to the Finance Committee, Audit Committee and Board.
3. Maintain the general ledger and ensure all accounts are reconciled monthly. Monitor cash flow activity and fund transfers.
4. Work with Vice President, Development and Membership, to ensure accuracy and pertinence of monthly development reports.
5. Prepare monthly operating budget, special project, and Indiana Experience financial statements for senior management, which include footnotes and variance analysis. Prepare quarterly operating budget, special project, and Indiana Experience financial statements which include footnotes and variance analysis and present to the Finance Committee and Board.
6. Monitor annual bond issue compliance requirements and prepare President's Certificate for submission to bond authorities.
7. Prepare 990 tax return questionnaire and supporting documentation for external accountants. Reconcile tax trial balance/990 tax return prepared by external accountants to general ledger. Present 990 tax return to senior management and audit committee.
8. Prepare property tax documentation and submit to external accountants for preparation of annual property tax return.
9. Monitors grant funds, tracking expenditures and reimbursement requests.
10. Perform internal control audits annually per request of Audit Committee. Make recommendations to strengthen controls, ensure compliance, prepare and present report to Audit Committee.
11. Provide financial data for grant applications as requested by Development. Review grant applications prior to submission for financial accuracy.
12. Perform other duties as assigned.

ESSENTIAL KNOWLEDGE, SKILLS, & ABILITIES:

1. Ability to think analytically and quantitatively, using deductive reasoning and problem solving.
2. Strong verbal and oral communication skills and the ability to communicate diversely.
3. Knowledge of state and federal laws concerning nonprofit organizations, including financial accountability, fundraising, and investment management.
4. Ability to organize and manage fiscal resources within the structure, culture, and mission of a nonprofit organization.
5. Excellent supervisory skills, including ability to direct and motivate staff to accomplish objectives with integrity and discretion.
6. Excellent Computer skills; proficient with Microsoft Office as well as basic office equipment.

QUALIFICATIONS:

MINIMUM: Master's degree in accounting, finance, or CPA. 5-7 years professional experience in accounting and finance. Experience with financial software and supervising professional staff.

PREFERRED: Experience with Financial Edge Accounting software and nonprofit experience.

PAY & BENEFITS

Full-time

The salary will be commensurate with experience and skills. IHS offers an excellent benefits package, including health, dental, life and long-term disability coverage; employer and employee funded retirement plans with American United Life – OneAmerica; employee assistance program (EAP); Pre-Paid Legal Services; flexible benefits, and generous paid time off. Free parking provided nearby, staff discounts in the Basile History Market and the Stardust Café, and reciprocal benefits at other cultural institutions in Indianapolis.

Applications

Please send a cover letter and resume to: Human Resources, Indiana Historical Society, 450 West Ohio Street, Indianapolis, IN 46202, hr@indianahistory.org or Fax: 317/233.0857. Applications will be accepted until the position is filled.

The Indiana Historical Society is an equal opportunity employer.
www.indianahistory.org