

Wethersfield *estate & garden*

Controller of the Wethersfield Foundation

Reporting to the Principal Executive Officer (PEO) or as determined by the Board of Directors

Key Responsibilities and Deliverables/Outcomes

Financial Management

- Serve as the internal consultant to the Principal Executive Officer (PEO), board of directors, and program leadership on all financial matters, making recommendations and suggesting proactive strategies to meet organizational objectives.
- Manage the annual organizational budget process and present annual budget, audit, Form 990, and other relevant information to the board of directors.
- Drive best practices for accounting policies. Establish an accounting manual and ensure proper internal controls are in place, consulting closely with the auditor to make any significant changes needed to financial processes and/or financial checks and balances.
- Build relationships with banks, vendors, and outside consultants to ensure the best use of Wethersfield's resources.
- Manage relationships with banks, auditors, insurance brokers, and other financial-related organizations.
- Provide oversight for and manage all budgets, forecasts and internal financial plans and processes:
 - Oversee and support the daily, monthly, quarterly, and annual accounting operations including payroll, AR/AP, donations, general ledger functions.
 - Review short and long-term goals to ensure adequate existing and projected financial resources are available.
 - Prepare monthly, quarterly, and annual financial statements, and present necessary reports to the PEO, staff, and board of directors.
- Oversee cash flow management, reviewing and updating annual cash flow projections on a quarterly basis, measuring projections against actual performance.
- Work with the finance committee and the board of directors to oversee the investments of the organization.
- Review insurance contracts annually and ensure coverage is adequate and renewals are timely.
- Ensure contract and grant funds are spent according to purpose and all applicable restrictions.

Internal Operations

- Develop and maintain an intuitive and transparent financial framework that serves as a basis for sound decision-making.
- Track the fixed assets of the organization.
- Assess operational outcomes to ensure resources align with priorities and make shifts to reallocate or redesign resources, systems, or processes as needed.

Property Management

- Assist Property Manager in addressing deferred and ongoing maintenance through asset management strategy.
- Provide oversight of capital improvements including obtaining assessments and comparative bids, warranties, and permits, and effectively communicating tradeoffs to management and leadership.
- Assist with negotiating master leases and renewals to ensure smooth program operations.
- Develop leasing structure to promote full occupancy, provide operating revenue, and further the mission of the organization and comply with the founding organizations' terms and conditions.

Team Building & Staff Management

- Work with the PEO in hiring and onboarding new employees including benefits enrollment.
- Serve as principal liaison with retirees regarding pension related issues.
- Work with leadership team to build understanding of budget and financial management strategies and processes foundational to funding programmatic goals and operational stability.
- Build a diverse and committed network of well established, highly effective vendors to support the various efforts of Wethersfield financial and property management.

Participatory Teamwork & Responsible Representation

Participate in all internal planning regarding program management to ensure alignment of program plans with financial projections. Work with leadership team members around contract and grant management and financial reporting. Responsibly represent Wethersfield in the community, with community partners and other collaborators. Uphold Wethersfield's mission, vision, and values by acting with integrity, accountability, and responsibility toward community-based projects, fellow employees, volunteers, donors, and everyone the organization engages with.

Knowledge, Skills, and Experience

- 5+ years of experience in finance role, preferably nonprofit, handling AR/AP, payroll, journal entries, and closing the month and year-end books.
- Experience with QuickBooks Online.
- Fluent in Microsoft Office.
- Experience with facilities management.
- Strong organizational, project, and time management skills with a successful track record of setting priorities and multitasking in a changing environment.
- Excellent time management skills and proven ability to meet multiple deadlines.
- Demonstrated communication skills (both written and spoken)
- Ability to work independently and be self-motivated.
- Desire to actively participate in self-reflection, continued education, and professional development.
- Ability and willingness to work as a team member and support the mission and goals of Wethersfield.

Requirements

- At least 4 days per week on premises in Wethersfield's office. One day permitted remote but all financial information must reside in the Wethersfield office and cannot be kept offsite.

Salary Range

- \$75,000-\$90,000 depending on experience and housing needs. Excellent benefits package including healthcare, dental, vision, and 403b.

If interested, please email resumes to Hillary Henderson, Interim Principal Executive Officer, at hillaryhenderson@wethersfield.org