

Controller Pennypack Ecological Restoration Trust

About Pennypack Ecological Restoration Trust:

Founded in 1970, the Pennypack Ecological Restoration Trust is a nonprofit land conservancy headquartered in Huntingdon Valley, Pennsylvania, 12 miles north of Philadelphia. The Trust is driven to expand and maintain its 833-acre nature preserve for the benefit of people and native ecosystems.

Position Overview:

The Controller will be responsible for oversight of all finance, accounting and reporting activities, and will lead all day-to-day financial needs of an organization with a combined \$1.3 million annual operations and capital budget. The Controller provides essential stewardship of our finances and the benefits of our staff. The position ensures legal and regulatory compliance for all financial reporting functions. The position also requires advanced knowledge in accounting principles and practices in order to prepare financial statements and projections, oversee cash management, and risk management for the Trust.

Specific Responsibilities:

- Perform accounts receivable and payable functions; routine invoicing, and maintenance of checking accounts.
- Perform all payroll and benefit maintenance functions for seven full time and 3-6 part-time/seasonal employees, and related periodic and annual tax functions.
- Ensure personnel documentation and new hire reporting forms are accurate and timely.
- Maintain employee benefit plans
- Assist the Executive Director in maintaining up-to-date insurance policies and competitive pricing
- Assist Member Services staff with accounts receivable documentation and revise policies guiding their data entry functions.
- Perform all general ledger functions.
- Reconcile general ledger accounts on a monthly and annual basis. Prepare related schedules, including analyses of membership revenue, capital accounts, pledge collections, and the Trust's cash and investment accounts and endowments.
- Prepare monthly financial statements and quarterly financial statements to the Executive Director, Finance Committee, Executive Committee, and Board of Directors.
- Maintain fixed asset records and depreciation schedules.
- Serve as the Trust's liaison with the Finance Committee.
- Coordinate all phases of the Trust's annual audit and preparation of the Form 990 with the Trust's auditing firm and in accordance with GAAP standards.
- Assist with the preparation of proposed annual budgets.
- Assist with periodic financial aspects of grant administration, and special member events

Core Qualifications:

- Minimum 6 years of related experience.

- Minimum Bachelor's in Accounting; CPA and/or MBA a plus.
- Knowledge of mathematics, economics, business management, and generally accepted accounting principles for nonprofit organizations.
- Strong critical thinking, judgment, problem-solving, time management, and priority setting.
- Demonstrated technology skills, including accounting software, spreadsheets, word processing, databases, and cloud-based tools. Experience with selecting and overseeing software installations and managing relationships with software vendors a plus.
- Proficiency in written and oral communication, including good listening.
- Ability to translate complex financial concepts to individuals at all levels, including non-finance managers.
- Ability to work well with others as part of a team.
- Experience supervising and coaching direct reports and volunteers a plus.

What we Offer:

Full Time, Salaried (Exempt) Position

Flexible work hours

Health insurance (the Trust pays for 95% of cost)

Dental insurance

403 (b) retirement plan

Flexible paid time off including 9 holidays and 18 PTO days

Work in a beautiful natural setting among passionate conservationists

Compensation: \$60,000 to 69,000 commensurate with experience

Brief/Web Length Job Description updated August 1, 2019