

## **POSITION DESCRIPTION**

**Position:**                   **Controller**  
**Reports to:**               **Chief Financial Officer**  
**Location:**                 **Indianapolis, Indiana**

### **Background:**

Girls Inc. inspires all girls to be strong, smart, and bold through direct service and advocacy. We work with schools and in communities to provide the mentoring relationships, safe spaces, and evidence-based programming that are proven to help girls succeed. Girls build the knowledge, skills, and confidence to lead change in their lives and effect change in the world. Girls Inc. also works with and for girls to advance legislation and policies that increase opportunities for all girls. Together with partners and supporters, we are building a new generation of leaders. Join us at [www.girlsinc.org](http://www.girlsinc.org).

### **Job Summary:**

The controller position organizes and oversees the accounting operations of Girls Inc. This includes the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk.

### **Daily and Monthly Responsibilities**

- Manage and monitor all accounts, ledgers and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements as well as the requirements of local, state and government agencies.
- Develop and enforce internal control safeguards to maximize protection of company assets, policies, procedures and workflow.
- In conjunction with the CFO, establish financial and operating benchmarks, budgets, program monitoring, and reporting standards on a bi-weekly, monthly, and annual basis
- Implement consistent accounting policies, practices, and procedures across all programs.
- Produce, analyze and review financial statements and financial management reports.
- Manages annual audit and 990 compilation and filing.
- Coordinates annual budget process. Prepares financial forecasts as needed.
- Oversee and support the accounting team and grant management with dynamic leadership that creates an environment of trust and productivity.

### **Skills and Qualifications**

- Bachelor's degree in accounting or finance.
- CPA license preferred.
- 5+ years proven accounting experience.
- Proficient in MS Office.
- Working knowledge of (GAAP), legal and other regulatory standards.
- Strong understanding of non-profit and grant accounting.

### **Key Leadership Competencies**

- Financial Acumen
- Drives Results
- Collaborates
- Communicates effectively
- Manages complexity

- Builds effective teams

**Applicants also must possess a commitment to honor and support Girls Inc. Values, which are:**

- Recognize and support the strength in every girl;
- Respect the dignity of each human being and demonstrate genuine care and concern for the well-being of others;
- Understand and appreciate diversity, embrace inclusiveness, and advance equity;
- Drive for results anchored in integrity and accountability; and
- Collaborate for impact.

**To Apply:** Applicants must submit a cover letter and a resume for consideration to [humanresources@girlsinc.org](mailto:humanresources@girlsinc.org). No phone calls, please.

Starting salary is \$90,000

**AN EQUAL OPPORTUNITY EMPLOYER**