

Are you a meticulous finance professional targeting a Controller position within a long standing, faith-based organization?

Is it important for you to work for an organization that *promotes healing in diverse communities across the United States & Puerto Rico* through continued philanthropic support?

Careers In Nonprofits/PNP Staffing Group is excited to have been retained by American Baptist Home Mission Societies to lead their search for a Controller.

For nearly two hundred years, American Baptist Home Mission Societies has answered God's call to meet the needs of those living on the margins. We develop programs, publications and resources that encourage, equip, and strengthen Christian leaders to make a positive impact in people's lives. We promote the Christian faith across the United States and Puerto Rico by cultivating Christ-centered leaders and disciples who heal and transform communities in partnership with American Baptists and others.

ORGANIZATION NAME: American Baptist Home Mission Societies

POSITION TITLE: Controller

LOCATION: On-site, King of Prussia, PA

DURATION: Full-time Permanent role

SALARY: \$90,000-\$110,000 annual salary

BENEFITS: Fully vested 403b, comprehensive healthcare insurance, paid vacation and sick leave, numerous holidays, continuing education, and development. Relocation assistance provided.

POSITION SUMMARY:

The Controller reports to the Chief Financial Officer & Treasurer and is responsible for overseeing the preparation of financial statements, financial analyses, budgets, and cost accounting. The Controller is also responsible, as the business manager for ABHMS, to provide financial management, analyses, strategies, financial policies, and business support for Judson Press (ABHMS publishing house) and other entrepreneurial ventures offered by its program areas. As determined by the CFO/Treasurer, the Controller supervises employees performing accounting, billing, accounts receivable, and payroll functions.

Key Functions Include:

- Prepare and evaluate financial statements in accordance with generally accepted accounting principles (GAAP).
- Assist and support the Treasurer & CFO in the annual budget process.
- Coordinate annual audit process.
- Supervise ABHMS employees performing accounting, billing, accounts receivable, payroll and accounting functions.
- Provide financial analysis and reports as requested by CFO.
- Function as business manager for Judson Press (JP), advising CFO, publisher, and JP personnel on financial activities pertaining to the book, merchandise, and curriculum business. Publishing and/or management accounting experience preferred.
- Recommend financial and business policies to CFO.
- Consult with American Baptist partner organizations to provide and receive accounting information for accurate financial statements and planning.
- Assist ABHMS staff with questions, reports, budgets, and policies affecting the financial aspects of ABHMS.

- Other duties as assigned.

Qualifications:

- Bachelor's degree in accounting or finance and a minimum of 5 years senior level accounting and supervisory experience required.
- Non-profit accounting experience preferred. CPA or MBA preferred.

Skills, Knowledge, Abilities & Competencies

The ideal candidate will be committed to ABHMS' mission and values and be able to thrive in a diverse and multicultural work environment. To perform this job successfully, an individual must be able to perform each essential duty. This position requires supervisory experience and exceptional interpersonal skills. A high degree of attention to detail and accuracy is essential. Exceptional planning, critical thinking and analytical skills are required. The individual must be an effective manager and communicator, both written and orally. Experience in management accounting and/or publishing preferred. Proficient knowledge of Microsoft Office suite, including advanced Excel skills, required. Knowledge of Abila nonprofit accounting software (formerly MIP) preferred. Reasonable accommodations may be made onsite to enable individuals with disabilities to perform the essential functions.

We would love to hear from you.

If this sounds like the job for you, we would love to help make that happen.

To apply, click [Here](#) to submit your resume and cover letter. A cover letter expressing interest in the position and organization is required for this search. Interviews will begin in mid-July.

Know a friend who would be a great fit? Feel free to send us their resume to jsetork@cnpstaffing.com

Is this position not a great fit?

For more information about **Careers in Nonprofits** and our other available opportunities and workshops, please visit our website at www.careersinnonprofits.com.

Due to the high volume of applications we receive, we regretfully can only respond to those candidates who best meet the requirements of a specific position or whose backgrounds are generally applicable to our client base. Please rest assured that we retain all candidate information for possible future matches, even if you do not hear from us regarding your application in response to this ad.