Job description

EECM has been changing the lives of people facing the impacts of poverty in Pittsburgh since 1970. We are dedicated to helping vulnerable adults and urban children and youth throughout our Pittsburgh neighborhoods. EECM seeks to make a difference in the lives of the individuals and families it serves by tending to their needs for today as well as their hopes for tomorrow. EECM offers educational programs, drug and alcohol prevention programs, and violence prevention programs. If you are passionate about helping other people and trying to make the world a better place, this position will satisfy those goals, as well as provide an exciting, flexible, and challenging work environment.

The Finance Controller position will perform a variety of accounting functions, including, but not limited to accounts payable, journal entry preparation, account reconciliations, variance analysis, and some billing. They will complete payments and control expenses by receiving, processing, verifying, and reconciling invoices. This role works closely with agency departmental staff on monthly billing to various governmental agencies, the CEO and Director of Finance on various fiscal projects, and external auditors for annual financial statement audit and various other audits.

RESPONSIBILITIES:

- Assist Director of Finance in a 7-8 business day month end financial statement close.

- Prepares monthly general ledger account reconciliations, journal entries and supporting schedules.

- Compile and review source documents, such as vendor invoices, expenses, and cash receipts, for completeness and accuracy.

- Verify that vouchers submitted by staff match invoice data, are signed, and approved department manager prior to entry.

- Post vouchers and invoices for disbursement in accounting system daily to appropriate cost center and general ledger code.

- Allocate disbursements to departments via distribution codes in accounting system.

- Submit weekly AP batch for review to Finance Specialist/Director of Finance.

- Submit vouchers/invoices to CEO/Director of Finance for review/approval.

- Prepare and print accounts payable checks weekly. Mail checks.
• Enter and reconcile monthly credit card charges and obtain vouchers for all charges from staff.

• Follow-up on missing invoices and other delinquent items shown on vendor statements.

• File and maintain all files/filing system in fiscal office.

• Collect W-9s from appropriate vendors and enter into accounting system for appropriate 1099 prep annually. Run and file 1099’s annually.

• Prepare monthly billings to government entities.

• Assist Director of Finance with annual budgeting process.

• Maintain books for 412 Food Rescue in conjunction with the Director of Finance and CEO. (Beginning Jan 1, 2022)

• Verify and run bi-monthly payroll for 412 Food Rescue (Paycor).

• Prepare for/participate in governmental and annual audits.

• Participate in developing new processes and procedures for efficiency and accuracy

• Transfer files to storage.

• Keep in confidence all data, accounting, payroll and human resource matters.

• Attend staff meetings and seminars, as approved/directed.

• Other tasks as deemed necessary by the Director of Finance and CEO.

REQUIREMENTS:

• Bachelors degree in business/accounting and or 3-4 years’ progressive accounting experience.

• Previous experience with nonprofit and or MIP accounting systems and government billing using MPER, CIPS, CCBHO systems preferred.

• Strong bookkeeping/excel/office management skills.

• Accurate with a high attention to detail.

• Superb organizational skills.
- Upbeat, can do attitude with ability to multitask and assist where needed.
- Must be self-directed and efficient with strong problem-solving skills.
- Must keep all accounting/payroll/human resources matters in confidence.
- Must have Act 33 and 34 clearances or the ability to obtain them upon hire.

Job Type: Full-time

Pay: $48,000.00 - $55,000.00 per year