

# AUGUST WILSON CENTER FOR AFRICAN AMERICAN CULTURE

## Position Description

**Date Created/Modified:** May 2010

**FLSA Status:** Exempt

**Position Title:** Controller

**Reports To:** President/CEO

**Position Summary:** The Controller will be responsible for oversight of all finance, accounting, and reporting activities. The Controller will be involved in supporting presentations to the board finance and audit committees and will work closely with the senior leadership team. The Controller will lead all day-to-day finance operations and supervise a team of 1 - 2 staff members, including functional responsibility over accounting, accounts payable, accounts receivable, payroll, and grants administration. The Controller will ensure that the August Wilson Center has the systems and procedures in place to support effective program implementation and conduct flawless audits. The Controller will work closely with program leaders and their staffs, not only to educate them regarding finance and accounting procedures, but also to explore how the finance function can support program operations.

In addition, s/he will partner with the senior leadership, and the Human Resources (HR) and Information Technology (IT) staff to enhance and better integrate Finance, HR, and IT functions.

### Essential Job Functions

- Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements.
- Maintain internal control and safeguards for receipt of revenues, costs, and program budgets and actual expenditures.
- Coordinate all audit activity.
- Consistently analyze financial data and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitor progress and changes and keep senior leadership abreast of AWC's financial status.
- Assist AWC's leadership in the annual budgeting and planning process; administer and review all financial plans and compare to actual results with a view to identify, explain, and correct variances as appropriate.
- Support the CEO in engaging the board's audit and finance committees around issues and trends in financial operating models and delivery.
- Oversee all financial, project/program, and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collate financial reporting materials for government, corporate, and foundation grants.
- Manage organizational cash flow forecasting by working in partnership with the program leadership; continuously collaborate with program leadership to assess the financial efficacy of program operations, and establish finance and administrative systems to support program operations.
- Manage and track the performance of invested assets in keeping with policies and investment guidelines.

### Education/Certifications

- Bachelor's degree from an accredited college or university
- Certified Public Accountant (CPA) preferred.

Note: This position description is intended to describe the general nature and level of work being performed by employees in this job. It is not an exhaustive list of all responsibilities, duties, and skills that may be necessary for this role. Personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

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### Qualifications

An individual with seven to ten years of progressive accounting and finance experience, ideally in accounting and audit, as well as experience in gathering, evaluating, presenting, and reporting financial information to executive teams and external stakeholders. S/he will ideally have experience in a complex nonprofit that has multiple programs. Strong management experience required.

Other qualifications include:

- Personal qualities of integrity, credibility, and unwavering commitment to the August Wilson Center's mission; a proactive, hands-on strategic thinker who will own, in partnership with the CEO, the responsibility for finance;
- Solid experience coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll, and accounting for investments;
- A track record in grants management as it relates to compliance and reporting of government, corporate, and foundation grants is essential;
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; advanced knowledge of accounting and reporting software;
- Commitment to recruiting, mentoring, training, and retaining a diverse team; the foresight and ability to delegate accordingly;
- Keen analytic, organization, and problem solving skills, which allows for strategic data interpretation vs. simple reporting;
- Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to senior management, board, or other outside partners;
- Ability and desire to translate complex financial concepts to individuals at all levels, including finance and non-finance managers.

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### To Apply:

Send cover letter, resume and three references to Carmen M. Ellington, Manager of Executive Affairs, August Wilson Center for African American Culture, 980 Liberty Avenue, Pittsburgh, PA 15222-3736, [cellington@AugustWilsonCenter.org](mailto:cellington@AugustWilsonCenter.org), or fax to: 412.258.2701. No phone calls, please. The August Wilson Center is an equal opportunity employer.

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