Progressive National Baptist Convention, Inc.

**Vacancy Announcement**

**Controller**

**To apply, please submit cover letter and resume to:**

[**pnbchr@gmail.com**](mailto:pnbchr@gmail.com)

**OPEN UNTIL FILLED**

**Qualifications:**

The Incumbent should be a mature leader with seven to ten years of accounting and finance experience, ideally beginning in accounting and audit, followed by experience gathering, evaluating, presenting, and reporting financial information to executive teams and external stakeholders. The Incumbent will ideally have experience in a complex nonprofit that has multiple programs.

Specific requirements include:

* Personal qualities of integrity, credibility, and unwavering commitment to PNBC’s mission; a proactive, hands-on strategic thinker who will own the responsibility for accounting and finance.
* Minimum of a BA and CPA. MBA preferred.
* Solid experience coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, fixed assets, payroll, and accounting for investments.
* Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; advanced knowledge of accounting and reporting software.

**Nature of Work:**

* Reporting to the General Secretary, the Controller will be responsible for oversight of all finance, accounting, and reporting activities of the Progressive National Baptist Convention (PNBC), including its affiliates, not limited to PNBC Foundation, PRO- EDCO, and PNBC CDC. The Controller will make financial presentations as required by the various Boards (Parent and Affiliates), Agencies, Commissions, Committees, Departments, Ministries, etc. (collectively “Units”) of PNBC and will work closely with the leadership teams of each Unit.
* The Controller will lead all day-to-day finance operations of PNBC and supervise the accounting team, including having functional responsibility over accounting, accounts payable, accounts receivable, account reconciliations, payroll, Worker Magazine, and contribution/grants administration. The Controller will ensure that PNBC has the systems and procedures in place to support effective implementation of all PNBC programs. The Controller will work closely with all Unit leaders and their staffs, not only to educate them regarding finance and accounting procedures, but also to explore how the finance function supports program operations. The Controller will work closely with the General Secretary and the Board to ensure internal controls are sufficient and appropriate, including ensuring that financial and accounting policies and procedures are relevant and representative of industry best practices.

**Position Duties:**

**Finance and Accounting**

* Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements.
* Maintain internal control and safeguards over receipt of all income (not limited to rent, contributions, grants, etc.) and expenditure (not limited to expenses, capital purchases, donations, etc.).
* Coordinate all audit activity.
* Consistently analyze financial data and present financial reports in an accurate and timely manner to all Units as required; clearly communicate monthly, quarterly, and annual financial results; monitor progress and changes and keep senior leadership abreast of PNBC’s financial status.
* Assist the Budget Committee 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.
* 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.
* Manage and track the performance of invested assets in keeping with policies and investment guidelines.

**Team Leadership**

* Leverage strengths of the current finance team members, help to clarify roles and responsibilities and develop and implement training programs to maximize and reach optimal individual and organizational goals.
* Provide leadership in strengthening internal communications with staff at all levels throughout the organization; create and promote a positive and supportive work environment’