



POSITION TITLE: Controller

REPORTS TO: Executive Director / President

MISSION: Massachusetts Horticultural Society is dedicated to encouraging the science and practice of horticulture and to developing the public's enjoyment, appreciation, and understanding of plants and the environment.

POSITION OVERVIEW:

The Controller is a member of the senior management team who reports to and works with the Executive Director to provide accurate financial reports to guide the organization's financial health. The Controller maximizes return on financial assets by establishing financial policies, procedures, controls, and reporting systems. In this role, the Controller exemplifies high ethical standards, trustworthiness, discretion and judgment to maintain confidentiality in both financial and personnel matters.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in Accounting or equivalent education.
- 5+ years of related and relevant professional experience, preferably in the non-profit industry.
- Working knowledge of Microsoft Office applications, including Excel and Word.
- Proficient with QuickBooks software.
- Ability to work well independently and as a team player, perform and manage multiple tasks simultaneously, exercise initiative and creativity to meet deadlines and goals.
- Promote a cooperative work environment, maximizing productivity and morale.

JOB RESPONSIBILITIES:

- Guides financial decisions by establishing, monitoring, and ensuring implementation of policies and procedures.
- Protects assets by establishing, monitoring and ensuring implementation of internal controls.
- Provides status of financial condition by collecting, interpreting, and reporting financial data on a regular basis to the Executive Director and the Finance Committee.
- Achieves budget objectives by scheduling expenditures; analyzing variances; recommending to the Executive Director corrective actions.
- Complies with federal, state, and local legal requirements by studying existing and new legislation; anticipating future legislation; ensuring adherence to requirements; filing financial reports; advising management on needed actions.

TASKS:**Accounting**

- Manages cash, check, credit card receipts & bank deposits processing.
- Reconciles bank accounts, credit card and petty cash reconciliations.
- Maintains the accounting systems: accounts payables, accounts receivables, general ledger.
- Post journal entries, reconciles balance sheet accounts.
- Prepares monthly and annual financial reporting, and ad hoc reports.
- Prepares annual budgets by establishing schedules; collecting, analyzing, and consolidating financial data; recommending plans.
- Prepares for and serves as primary contact with External Auditors during annual audit.
- Maintain ongoing communication with the Finance Committee reporting on financial condition.

Payroll & Human Resources

- Maintains employment paperwork for new and terminating employees.
- Prepares and processes bi-weekly payroll - must have a clear knowledge of payroll compliance with company policies, state, local and Federal laws
- Administers and maintains company health benefit program and retirement plan.
- Tracks employee holidays, vacation and sick time.
- Adheres to confidentiality requirements related to the sensitive nature of Human Resources.

Office Operations

- Manages day-to-day office operations.
- Works with insurance brokers to maintain required insurance coverage, oversees insurance claims.
- Primary contact for IT contracted services and assures technology backups are maintained and tested on a recurring basis.

Supervises

- Part-time accounting assistant.

Status

- Full time, permanent, exempt.

TO APPLY:

Send resume and cover letter to careers@masshort.org.