

Are you looking for a new opportunity to be a leader and grow alongside your next organization? At NIGP, we are growing and ready for innovation. We are looking for our new **Controller** to take us to the next level. Are you that person?

As NIGP's **Controller** you will lead the day-to-day financial, budgeting and reporting operations, including functional responsibility over accounting, accounts payable and accounts receivable. Provides oversight of all finance, accounting and reporting activities and ensure NIGP has systems and procedures in place to support effective program implementation and conduct flawless audits.

Works closely with department directors and their staff, to educate regarding finance and accounting procedures and also explore how finance and accounting functions can best support program operations.

Delivers timely communication of financial information related to all aspects of the organization.

Your Key Responsibilities will be:

- Transition accounting system from Great Plains to Quickbooks Enterprise
- Month end and year end close
- Oversee bank account reconciliations
- Monthly journal entries
- Prepare and review monthly financial statements
- Analyze financial statements and identify trends
- Forecasting revenue
- Coordinate annual independent audit
- Participate in the budget process
- Achieves budget objectives
- Collects, analyzes and summarizes trends to prepare special reports
- Monitors the Institute's annual budget and monthly financial performance
- Has oversight of investment portfolio
- Management of long-term cash needs
- Maintenance of banking relationships and services
- Development of policies and procedures ensuring internal controls and adherence to GAAP and federal requirements
- Liaison with vendors
- Document monthly close process & bookkeeper responsibilities to ensure continuity of operations
- Supervise and back up our bookkeeper

Your Ideal Skills and Abilities:

- Working knowledge and success in managing fiscal compliance and standards defined through GAAP and FASB
- Working knowledge and success in budget development, preparation, analysis, and forecasting
- Knowledge and practical experience in accounting software databases (Great Plains and Quickbooks Enterprise a plus), as well as office software programs such as Microsoft Word and Excel (knowledge of Avectra / netForum a great asset)
- Experience with general and sub-ledger maintenance
- Analytical and critical decision making skills
- Ability to set priorities, schedule staff assignments, and manage multiple deadlines
- Ability to think strategically and perform tactically
- Ability to adapt to changing priorities
- Ability to develop, write and implement operational policies and practices
- Reliable and dependable
- Excellent time management skills
- Ability to work independently
- Ability to provide excellent customer service to members and staff

- Ability to maintain good interpersonal relationships

Your Minimum Qualifications are:

- Bachelor's degree in accounting or related field. Master's preferred
- CPA preferred
- 5-7 years of accounting experience
- Prefer 2-3 years of association experience

At NIGP, we are committed to provide competitive salaries that are equitable and reflect the requirements and responsibilities of the position. In addition, we continuously benchmark our benefit package.

NIGP is an Equal Opportunity Employer, that values the strength diversity brings to the workplace. Individuals with Disabilities and Protected Veterans are encouraged to apply. EOE M/F/D/V are encouraged to apply.

To apply, please email resume along with salary history/requirements to careers@nigp.org.

Visit www.nigp.org for more information about the Institute.