



## CONTROLLER

WiNGS is a non-profit agency that supports women in realizing their fullest potential and a path to a better life. We support women in becoming strong mothers, successful in the workplace and financially secure. Formerly known as the YWCA of Metropolitan Dallas, WiNGS serves nearly 2,000 individuals each year. If you want to make a lasting impact in the lives of women and children in Dallas County, work with a team of passionate professionals in an evolving organization - WiNGS is a place for you.

**JOB DESCRIPTION SUMMARY:** The Controller is responsible for all finance and accounting practices, forecasting and compliance. We are seeking a qualified finance professional to lead the accounting and business planning functions. The ideal candidate would be comfortable executing the details necessary to prepare financial statements while demonstrating the ability to provide high level forecasting. This position serves on the agency leadership team and the Finance Committee of the Board of Directors.

This position is temporarily remote and should be able to execute an effective workflow through virtual means. Proficiency with technology is essential during remote work and on-premises.

### ESSENTIAL FUNCTIONS:

#### Financial Management

- Ensures compliance with generally accepted accounting principles (GAAP) and federal, state, and local laws.
- Oversees the daily accounting and accounts payable/receivable functions.
- Completes month-end close process, ensuring all journal entries, account analyses and reconciliations are completed monthly.
- Produces monthly financial statements and projections.
- Organizes, maintains and controls accounts receivable and accounts payable.
- Prepares and manages annual budgets and interim projections.
- Prepares cash flow forecasts, works with leadership to assess the financial efficiency of operations.

#### Payroll

- Work with Human Resources to support accounting requirements for company benefit programs.
- Processes, maintains, and verifies payroll information on a semi-monthly basis and serves as the primary liaison to the payroll system.
- Prepares and processes taxes and related reports and returns in compliance with applicable Federal, State, and local laws and regulations.
- Oversees preparation of tax compliance including payroll tax filings, annual non-profit federal income tax returns, and year end W-2/1099 reporting.
- Oversees payroll accuracy and compensation changes.

### **Compliance / Risk Management**

- Establish, monitor and enforce internal and financial controls, ensuring compliance with appropriate GAAP standards and regulatory requirements.
- Monitor all legislation relevant to the agency and all regulations on professional certification to ensure that the agency is compliant.
- Advises leadership on best practices regarding the accounting and payroll related functions.
- Coordinate all audit activity, serves as primary point person with auditors, prepares all documents,
- Acts as a point person for property & casualty insurance procurement/claims.
- Oversee the management of all leases, contracts and other financial commitments as requested.

### **Donations / Grants / Contracts**

- Works closely with the Development Department, providing project budgets; ensures expenditures are consistently aligned with grant requirements; collate financial reporting materials for government, corporate, and foundation grants.
- Ensures compliance with donor restrictions.
- Complete monthly billing for reimbursable contracts, ensures compliance with contract awards. Track and verify payments.

### **Leadership**

- 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 agency financial status.
- Maintains banking relationships.
- Attends and presents at Board & Finance Committee meetings as needed.
- Participates on the Investment Committee for the organization's 401K plan.
- Primary liaison to financial software vendors and support systems.
- Provides training and mentorship to accounting personnel.
- Maintains strict confidentiality regarding requests, reports, and budgets that often contain sensitive and proprietary information.

### **KNOWLEDGE & EXPERIENCE**

- A minimum of five years senior level financial experience within a non-profit organization.
- A bachelor's degree in accounting, CPA preferred.
- Experience with accounting software, experience with Salesforce platforms a plus

### **ESSENTIAL SKILLS**

- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Accuracy - Ability to perform work accurately and thoroughly.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Microsoft Office (Excel, Word, and Outlook)

WINGS offers competitive compensation and comprehensive benefits, including medical, dental, vision, and life insurance, short- and long-term disability plans and retirement, as well as an environment where your professional growth and advancement are cultivated. WINGS is an Equal Opportunity Employer.

### **HOW TO APPLY:**

For immediate consideration, qualified candidates should submit a resume or application to [jobs@wingsdallas.org](mailto:jobs@wingsdallas.org) . Job applications can be found on our website at <https://wingsdallas.org/about-us/jobs/> .