

**OPEN POSITION**

***Controller  
Fiscal Department***

The Controller manages the Fiscal Department, which is responsible for the Society's financial accounting and reporting functions. The Controller will lead day-to-day finance operations of the Society and supervise a team of approximately six staff members. The Controller will ensure that the Society has the financial systems, controls, and procedures in place to effectively support the Society's programs and conduct clean audits. The Controller is located in the Society's Providence office, but the Controller's responsibility for accounting and control extends to all of its locations and operations.

**RESPONSIBILITIES:**

- Supervises, develops, and manages the staff of the Fiscal Department to provide excellent customer services to internal and external customers
- Manages the fiscal team to perform the following financial functions: accounts payable, grants management, payroll, accounts receivable, taxation, cash and investment management, and financial reporting and budgeting
- Oversees preparation of accurate financial reports for the Board of Trustees
- Coordinates annual financial and A-133 federal grant audits

**QUALIFICATIONS:**

- Excellent project management skills, including work prioritization, planning and task delegation
- Must possess strong level of analytical skills along with critical-thinking and problem-solving skills
- Experience with book and journal publishing or other comparable manufacturing and cost accounting is a plus
- Must have excellent written, oral and communication skills with the ability to interact with people at all levels of the organization
- Ability to manage people and resources effectively. Work effectively as a team member and team leader

**EDUCATION and/or EXPERIENCE:**

- Accounting degree required
- MBA or master's in accounting, CPA or CMA is preferred, but not required
- Audit experience preferred, but not required
- At least three years of prior supervisory/management experience, or experience that is deemed by the AMS to be its equivalent
- Experience in complex, automated accounting systems, such as Epicor, Great Plains, or Microsoft Dynamics
- Familiarity with a Windows operating environment (including desktop, servers, and networks) is required
- At least seven years of accounting or audit experience, with some experience in not-for-profit accounting

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