

**Job Title:** Controller  
**Department:** Accounting  
**Reports To:** Board Treasurer, Executive Director  
**FLSA Status:** Non-Exempt

## **SUMMARY**

The Controller is responsible for the overall accounting management and planning, accounting, and finance activities, including banking functions, budgeting, audits, fund tracking, and reporting of DeMolay International. In this role, the position will work closely with the Treasurer of the Board, Executive Director, and relevant Board committees to generate and track budgets for internal purposes and stakeholders in the organization.

## **ESSENTIAL DUTIES, EXPECTATIONS, AND RESPONSIBILITIES**

The duties and responsibilities of this position include, but are not limited to, the following:

Ensure the timely and accurate preparation of the financial reports of the organization in accordance with generally accepted accounting principles.

Assist in the preparation of annual budgets, identify budget priorities, provide guidance to budget owners, facilitate meetings, provide necessary documentation to the board and budget owners, and ensure all documentation is accurate.

In conjunction with the Board Treasurer, serve as primary financial liaison to the Board, participate in Board meetings and committee meetings; prepare reports and make presentations on a variety of matters to the Board and others as needed.

Manage the overall accounting and bookkeeping processes for the organization, tracking accounts payable and receivable, inventory, and capital assets. Process donations, banking functions, reconciliations, payroll functions while looking for opportunities to improve quality and create efficiencies.

Work closely with the Executive Director and other staff on fundraising and development efforts by creating and monitoring all grant budgets and grant-related financial information, processing, tracking restricted use funds, and overseeing thank you process. Oversee donation acknowledgements.

Provide analysis of financial statements, including statement of activities, statement of financial position, cash flow, fund balance, and sources/uses of funds, to organizational stakeholders and the board.

Manage and process the compensation and benefits provided to employees.

Serve as the point of contact for banking and non-profit status related questions for DeMolay jurisdictions and chapters.

Provide fundraising support by creating and managing donor and database records as needed.

## **IDEAL CANDIDATE**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Bachelor's degree in accounting with relevant work experience, preferably with 5+ years of non-profit accounting and management. Proficient in Microsoft Office Suite programs and QuickBooks.

### **COMPENSATION & HOURS**

Starting salary for this position is competitive and based on experience. Additionally, the position also has a benefits package that includes, health, vision, dental, disability, PTO, and 401(k) match.

This position is based in Kansas City, Missouri at the DeMolay International Service & Leadership Center. Hours of operation are Monday-Friday 8:30 AM-5:00PM CST and occasional evening/weekend/overnight conference travel is required.

DeMolay International grants 11 paid holidays a year, additionally this position will receive three (3) weeks of personal time off (PTO) for vacation after 90 days of service.

### **COMPETENCIES**

Must be a solution-driven thinker who works well in a team environment and individually and can also be flexible and able to handle multiple tasks simultaneously.

Detail oriented and good problem-solving skills.

Demonstrated flexibility, adaptability, and ability to thrive in a small, collaborative environment.

Comfort with cloud technology and willingness to learn.

Strong verbal and written communication skills.

Relationship development and management skills.

Outstanding organization and strong attention to detail.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk, stoop/bend and sit. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.

### **APPLICATION PROCESS**

Application deadline: December 1, 2022

Please submit the following - all within one email, with attachments clearly labeled:

1. Cover Letter with Resume
2. Contact information (including name, address, email, and phone) for three professional references who can speak to your skills and character.

Email complete application package to: **Personnel@DeMolay.org**