

**LOVELANE SPECIAL NEEDS HORSEBACK RIDING PROGRAM, INC.
CONTROLLER**

Overview:

The Controller manages the accounting operations of the organization including budgeting, auditing, payroll, accounts payable and receivable, general ledger and financial reporting, in accordance with generally accepted accounting principles and internal policies and procedures. This position oversees development and implementation of financial systems, prepares and interprets accounting reports for management and board and serves as an HR resource for staff. This is a leadership role in institutional management and oversight.

This is a 30-35 hour/week (regular, part-time) exempt position.

The Controller reports to the Executive Director and works in consultation with the Finance and Investment Committees of the Board of Directors.

Job Responsibilities:

- Collaborate with Executive Director in all strategic planning for Lovelane including but not limited to: Budgeting, Personnel, Policies and Procedures and Facility
- HR resource for staff, including: facilitating annual health insurance renewal, compliance and maintenance of employee 401K, knowledgeable about organizational benefits and the contents of the P & P manual
- Record and process employee payroll bi-weekly through Paycheck Flex
- Track and report employee accrued time off on a monthly basis
- Coordinate with Program Team to create invoices for program sessions and track and manage payments and payment plans
- Manage the tuition assistance process and distributions
- Follow and implement accounting policies and procedures, including processing of receivables, payables and general journal entries
- Process and deposit all donations and lesson payments, including credit cards, cash, checks and stock
- Process and manage all vendor invoices and payments
- Manage and monitor relationships and accounts with banks and investment firms
- Reconcile bank accounts monthly
- Create the Annual Budget with support from department leaders
- Assist with the creation of the annual Capital Budget
- Prepare monthly finance reports and analysis for the Finance Committee; lead monthly Finance Committee meetings
- Prepare and reconcile investments; participate in and manage investment committee meetings
- Quarterly reports to the full Board of Directors including quarterly budget to actuals, balance sheet and cash flow positions
- Provide financial expertise and budgets for external grant applications
- Provide fundraising event support as needed
- Maintain current knowledge of accounting and tax requirements
- Oversee and maintain all documentation necessary for the annual audit for Form 990 and Mass PC prepared by outside accounting firm
- Generate annual 1099s

Skills Needed:

Finance and accounting experience of 5-7 years required. Strong QuickBooks skills, familiarity with reading and preparing financial statements, and experience preparing budgets is required. Must have the ability to work collaboratively in a team environment with staff, clients, volunteers and donors. Managing an audit and experience working in a not-for-profit is a plus.

Salary Range:

\$75,000-\$85,000, based on experience and qualifications

To apply, please send a resume and cover letter to Executive Director, Wendy Bell at wendy@lovelane.org.