

# Controller

**Team:** Finance

*April 2024*

**Reports to:** Director of Finance and Accounting

**FLSA Status:** Exempt

**Salary Grade:** 24

**Location:** Frisco, CO or Remote

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## Primary Objective of Position

A leader within the Finance Team, the Controller provides strategic financial leadership and oversight for finance and accounting functions at Meridian Institute. Reporting to the Director of Finance and Accounting, the Controller is responsible for developing and implementing financial policies, procedures, and controls to safeguard assets and ensure transparency and accuracy in financial reporting. They collaborate closely with internal stakeholders, including Project Directors and finance personnel, to develop and manage organizational budgets, project finances, and revenue projections. Additionally, the Controller identifies areas of financial risk and opportunities for improvement, proactively addressing challenges to support the long-term sustainability of Meridian Institute.

All Meridian positions require individuals to be self-starters with exceptionally strong written and verbal communication skills, a high level of organization and attention to detail. Working at Meridian requires the ability to excel in a team environment while also juggling multiple deadlines and project teams.

## Essential Areas of Accountability

### Financial Leadership

In collaboration with the Director of Finance and Accounting:

- Creates and implements financial policies, procedures, and processes to ensure compliance with relevant laws and regulations governing financial matters; regularly reviews and updates these policies to adapt to changes in regulations and organizational needs.
- Coordinates training for both finance and non-finance personnel to ensure understanding and compliance with financial policies and procedures; provides ongoing support and guidance to staff regarding financial systems and best practices.
- Supports the implementation, integration, and administration of finance systems to streamline processes and enhance efficiency; collaborates with relevant stakeholders to identify and address system needs and improvements.

- Collaborates with members of Finance to oversee financial planning, accounting, reporting, and compliance with Generally Accepted Accounting Principles (GAAP); implements and maintains financial controls to safeguard organizational assets and ensure compliance with regulatory requirements.
- Identifies areas of financial risk and opportunities for risk mitigation, particularly related to contractual agreements and financial obligations.
- Proactively addresses ambiguities, omissions, and conflicts to minimize potential risks to the organization.

#### **Organizational Budget Management and Reporting:**

- Develops and maintains well-informed revenue and expense projections for the organizational budget by consolidating input from relevant stakeholders and ensuring accuracy and completeness.
- Maintains and updates labor rate structures in line with organizational objectives.
- Enters budget data into financial tracking systems for monitoring and forecasting purposes.
- In collaboration with the Director of Finance and Accounting, oversees and directs all organizational and programmatic financial audits, both internal and external, ensuring compliance with audit requirements and deadlines.
- Coordinates with the Finance Team to complete audit-related tasks and provide necessary documentation.

#### **Project Finance Administration**

- Liaises with Project Directors to establish project budgets and monitor financial performance throughout the project lifecycle.
- In collaboration with the Project Accountant, generates monthly financial progress reports for each project, analyzing variances and ensuring adherence to budgetary constraints.
- Identifies and addresses potential budget overruns early to minimize financial losses and maintain project profitability.
- Ensures proper recognition of restricted and unrestricted revenue for ongoing projects.
- In collaboration with the Senior Accountant, AR, oversees the billing process to ensure accurate invoicing and timely receipt of payments.

#### **Compliance**

- Manages state registrations and ensures compliance with relevant regulatory requirements in states where the organization operates.
- Monitors lease agreements to ensure adherence to terms and timely payment of obligations.
- Identifies and addresses instances of non-compliance with organizational policies and procedures, reporting any issues to senior management for resolution.

- Conducts regular reconciliations of organizational accounts to verify accuracy and identify discrepancies for timely resolution.
- Ensures proper documentation and recording of financial transactions to maintain integrity and transparency in financial reporting.

## Knowledge and Skills Required

- Minimum of 8 or more years of progressive experience in financial management, accounting, or auditing roles, preferably within the nonprofit sector, with at least 3 years within a Controller or similar role.
- Bachelor's degree in Accounting, Finance, Business Administration, or a related field is required; Master's degree, CPA (Certified Public Accountant), or CMA (or Certified Management Accountant) designation preferred.
- Demonstrated experience in developing and implementing financial policies, procedures, and controls.
- Strong knowledge of nonprofit accounting principles, including fund accounting, grant management, and compliance with regulatory requirements.
- Strong understanding of Generally Accepted Accounting Principles (GAAP) and financial reporting requirements.
- Proven ability to lead and motivate finance teams, providing guidance, training, and mentorship to ensure high performance and professional development.
- Excellent decision-making skills with the ability to analyze complex financial data and make strategic recommendations to senior management.
- Proficiency in enterprise financial management software with the ability to leverage technology to streamline processes and enhance efficiency; NetSuite preferred.
- Excellent communication and interpersonal skills, with the ability to effectively interact with internal and external stakeholders.
- Ability to prioritize tasks and meet deadlines in a fast-paced environment.
- Demonstrated commitment to justice, equity, diversity, inclusion (JEDI); ability to work with people from diverse backgrounds with humility, ease, and enthusiasm.
- A high degree of proficiency with Microsoft 365 tools, including but not limited to: Outlook, Word, PowerPoint, Teams, OneNote, and SharePoint; advanced proficiency in Microsoft Excel for financial analysis, modeling, and reporting purposes preferred.
- Fluency in English; professional fluency in a foreign language is highly valued, particularly Spanish and French.
- Passion and curiosity about the issues and areas of Meridian's work.

## Additional Requirements

- Required to attend to business outside of normal working hours, as needed.
- Required to travel domestically or internationally, on occasion, for in-person staff retreats.

- Must be able to conduct themselves in a courteous and professional manner at all times.

**Note:** *This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.*