



ANEW improves peoples' lives by providing quality training, employment navigation and supportive services leading to successful family wage careers. Founded in 1980, ANEW is the longest continuous running pre-apprenticeship program in the county and has a unique and successful reputation for assisting women into apprenticeship. Since inception ANEW has expanded its mission to continue to serve women, but to additionally serve other underprivileged populations in this space.

JOB DESCRIPTION – Controller

Reporting to the Executive Director, the Controller will be responsible for oversight of all finance, accounting and reporting activities. The Controller will be involved in supporting presentations to the board finance and audit committee and will work closely with the senior leadership team.

The Controller will lead all day-to-day finance operations of a budget of \$2 million including functional responsibility over accounting, accounts payable, accounts receivable, payroll, and grants administration. The Controller will ensure that ANEW has the systems and procedures in place to support effective program implementation and conduct flawless audits. The Controller will work closely with program leaders and their staffs, not only to educate them regarding finance and accounting procedures but also to explore how the finance function can support program operations.

In addition, they will partner with the ED and senior leadership to enhance and better integrate finance, HR, and IT functions.

ESSENTIAL FUNCTIONS

Finance and Accounting Leadership

- Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements.
- Maintain internal control and safeguards for receipt of revenue, costs, and program budgets and actual expenditures.
- Coordinate all audit activity.
- 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 ANEW's Nonprofit's financial status.



- Assist ANEW's leadership in the annual budgeting and planning process; administer and review all financial plans and compare to actual results with a view to identify, explain, and correct variances as appropriate.
- Support the ED in engaging the board's audit and finance committees around issues and trends in financial operating models and delivery.
- Oversee all financial, project/program and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collate financial reporting materials for government, corporate, and foundation grants.
- Manage organizational cash flow forecasting by working in partnership with the program staff; continuously collaborate with program staff to assess the financial efficacy of program operations and establish finance and administrative systems to support program operations.
- Manage and track the performance of invested assets in keeping with policies and investment guidelines.

Team Leadership

- Provide leadership in strengthening internal communications with staff at all levels throughout the organization; create and promote a positive and supportive work environment.

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| MINIMUM / REQUIRED QUALIFICATIONS |
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- Minimum of a B.A., ideally with an MBA/CPA or related degree
- At least 7-10 years of overall professional experience; ideally 6+ years of broad financial and operations management experience
- The ideal candidate has experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area
- Ability to translate financial concepts to -- and to effectively collaborate with -- programmatic and fundraising colleagues who do not necessarily have finance backgrounds
- A track record in grants management
- A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision making
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- A multi-tasker with the ability to wear many hats in a fast-paced environment
- Personal qualities of integrity, credibility, and dedication to the mission of ANEW



PREFERRED QUALIFICATIONS

CONDITIONS OF EMPLOYMENT AND OTHER REQUIREMENTS

- Background screening through Washington State Patrol
- Ability to work flexible schedule to include evening and or weekend
- Ability to get to multiple work locations on a routine basis
- Proof of citizenship or other authorization for employment
- Continuation of employment is contingent upon successfully performing work described
- Continuation of this position is dependent on achievement of performance goals and availability of funding

WORK LOCATION: ANEW Administration office –Renton and Satellite locations as assigned

WORK SCHEDULE: Monday through Friday 8am – 5pm, with occasional evenings and weekends as needed

REPORTS TO: Executive Director

ANTICIPATED START DATE: August 2019

SALARY

This position is an exempt position with a salary of \$65,000 – 75,000 per year. This is an exempt position and reports to the Executive Director of ANEW. Work schedule is 40 hours per week with a schedule of Monday through Friday and occasional evening or weekend work. This position is grant funded and continuation of this position is subject to obtainment of contract deliverables, funding restrictions such as penalties for nonperformance, project evaluations, and achievement of performance goals and availability of funding.

BENEFITS

The person in this position is expected to serve a 90-day probation period. Benefits will take affect after 30 days of employment. If the position is more than 30/hours per week, the following benefit information will be made effective: Employer paid benefits include: Medical, Dental and Vision.

A portion of the medical premium is made by the employee through a pre-tax contribution at time of payroll posting. Employees at 30/hours week or greater qualify for full benefits and pay a pre-tax contribution of \$80 per month. Employees at 20/hours per week pay 25% of their



benefits. Employees who work less than 20 hours per week are not eligible for paid benefits. Additional employer paid benefits include: basic life insurance, vacation, sick leave, holiday pay and taxes as required by law.

APPLICATION PROCESS

The final applicant will be selected by way of a competitive process which will include interviewing and professional reference checks. Please email cover letter and resume to the name listed below. No calls please.

Karen Dove, Executive Director – karen@anewaop.org