

## **THE WOMEN'S HOME JOB DESCRIPTION**

**Position Title:** Controller  
**Reports to:** Chief Financial Officer  
**Coordinates with:** Finance Specialist  
**Status:** Permanent Part-Time

**Position Summary:** If you would like to be a part of an exceptional team, working on a critical mission, this job is for you. The Controller plays a critical role in this evolving organization, which has strong roots in Houston and a compelling vision for the future. You will be responsible for assisting the CEO, other executives and the Board to operate at their highest possible levels by providing timely and accurate financial data and insights into that data. The ideal candidate will demonstrate passion for the mission, exemplary organizational skills, strong interpersonal communication skills, professional discretion with confidential information, and the ability to take the initiative. A sense of humor and resilience are strongly valued attributes.

The Women's Home builds communities that strengthen women and support families as they reclaim their stability. Our programs specifically target women and families who are homeless or vulnerable to homelessness - many have histories of substance use disorder and mental health conditions. Through our long-term residential treatment program in Montrose, our affordable housing programs in Spring Branch, and the Mabee WholeLife® Service Center, our communities support women and their families to overcome life-long cycles of homelessness, substance use disorders and mental health conditions.

**Job Summary:** This position is responsible for all accounting, the general ledger reconciliation and balancing process, the closing process, and financial statement production.

### **General Duties:**

Generates or reviews payroll allocations and related journal entry

Reviews grant billings

Prepares or reviews PBCs

Prepare and/or review all bank and investment account reconciliations  
Post interest and dividends to general ledger  
Review other account reconciliations  
Review month-end financial data and post adjusting entries as necessary  
Distribute financial reports to management and participate in related review  
Reconcile quarterly tax filings to general ledger  
Analyze net assets to ensure they are properly restricted or unrestricted  
Review work of Finance Specialist  
Answer questions for auditors, staff, and outside parties

**Job Requirements:**

CPA

10+ years' experience

2+ years' not-for-profit experience

Experience with Financial Edge accounting software is a plus

Experience with compliance and reporting for government, corporate, and foundation grants is a plus