



CONTROLLER

POSITION DESCRIPTION AND SPECIFICATION

OUR CLIENT

Our client is The Mental Health Association of Southeastern Pennsylvania. Since 1951, MHASP has been a leader regionally, statewide and nationally in transforming mental health services to become more responsive to the priorities of individuals with mental health challenges and their family members. MHASP is a nonprofit corporation that is preeminent in employing a Peer to Peer service model that is based on the premise that an individual with a similar “lived experience” is uniquely able to contribute to the rehabilitation and recovery of a person needing services. It also responds to mental health challenges through advocacy, direct support to individuals, training and education, information and referral, and technical assistance

MHASP has an operating budget of \$20 million and a total staff of approximately 200 that deliver 90 programs.

THE NEED

BASIC ROLE

- Reporting to the Chief Financial Officer and directly supervising a department of 6 staff members, the Controller will be responsible for the oversight of all financial, accounting and reporting activities.
- The Controller will ensure that MHASP has the systems and procedures in place to support effective program implementation and to ensure that all internal and external resources are available to produce audits that meet the most rigorous, quality standards and deadlines.
- As the number-two executive to the CFO, the Controller will assist as needed in presentations to the Board and the senior management team.
- The Controller will work closely with program leaders and their staffs to educate them regarding all financial and accounting procedures and to identify opportunities for the department to strengthen program operations.

- In addition, the Controller will partner with the CFO, senior leadership, human resources and information technology to enhance and better integrate HR and IT functions.
- Through effective management, development and performance appraisal systems the Controller will ensure that informed backup resources exist for each departmental function.

KEY RESPONSIBILITIES

FINANCE & ACCOUNTING LEADERSHIP

- The Controller shall have functional responsibility over accounting, accounts payable, accounts receivable, payroll, and electronic billing.
- This will entail all accounts, ledgers, and reporting systems to ensure compliance with appropriate GAAP standards and regulatory requirements.
- Maintain internal controls and safeguards to ensure receipt of revenues, control costs and expenditures, and comply with program budgets.
- Support and coordinate all audit activities.
- Ensure that MHASP observes best practices in annual budgeting and planning procedures and systems; works with directors in the rigorous utilization of up-to-date analytical tools and systems to identify and explain budget vs. actual variances; and, where appropriate, recommend appropriate corrective steps.
- Strictly adheres to the presentation of monthly, quarterly, and annual financial statements; monitors progress and deviations from plan that keeps the CFO and senior leadership at all times aware of MHASP's financial status and priorities.
- Oversee all financial project/program and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets, assemble invoices and financial reporting materials for government, corporate, and foundation grants
- Manage organizational cash flow forecasting by working closely with program directors.

QUALIFICATIONS

PROFESSIONAL

- BA, CPA preferred, CMA desired
- 6 – 8 years relevant financial experience with for profit and/or nonprofit organizations
- Possesses unique balance of strategic vision, tactical skill, and hands on execution

- Technology savvy with experience selecting and overseeing software installations and managing relations with software vendors. Experience with Abila MIP and ADP is desired
- Working knowledge of an electronic health record system helpful
- Must possess computer skills to perform job duties including desktop computing, e-mail, time sheet management, Microsoft Office applications and other relevant software.
- Of primary importance is outstanding knowledge of and operating facility with Microsoft Excel.
- Supervisory experience managing financial staff. Has been successful in clarifying roles and responsibilities; developing and implementing training programs that have been successful in establishing and attaining appropriately high individual and organizational performance goals.
- Has provided leadership in strengthening internal communications within the Fiscal Department and at all other levels throughout the organization. Has been personally credited with creating and promoting a positive and supportive work environment.

QUALIFICATIONS

PERSONAL

- Personal qualities of integrity, credibility, and unwavering commitment to MHASP's mission;
- A proactive, hands-on strategic thinker who, in partnership with the CFO, will own responsibility for the financial function.
- Commitment to recruiting, mentoring, training, motivating and retaining a diverse financial team through unusual insight, sensitivity and ability to discern staff members optimal fit within the Department's organization structure.
- Strong interpersonal and communications skills; recognized for ability to effectively communicate key information to senior management, Board, or other outside partners.
- Keen analytic, organization and problem solving skills which allows for strategic data interpretation versus simple reporting of raw data.
- Ability and desire to translate complex financial concepts to individuals at all levels including finance and non-finance managers.

SEND RESUMES to KEN ELSOM at RESUMES@JFSMITHASSOCIATES.COM