



Assistant Controller

About AccessMatters

AccessMatters, a non-profit, public health organization located in Center City Philadelphia, envisions a future where every person has the health care and information they need to thrive. In service to that vision, AccessMatters' mission is to protect, expand, and enhance equitable access to sexual and reproductive health care and information for all people. Our team strives to advance our mission in accordance with these guiding principles: (1) sexual health is an essential component of health and wellbeing across the life span; (2) access to quality, affordable health care – including sexual and reproductive health care – is a fundamental human right; (3) every person, family, and community deserves to be treated with dignity and respect; (4) programs and services should be evidence-based, prevention-focused, and person-centered; (5) organizational excellence is best achieved through a culture of inclusion, diversity, innovation, and accountability; (6) clients, volunteers, staff, partners, and supporters should be treated with kindness, dignity, and respect in a trauma-informed and culturally responsible environment; and (7) everyone deserves a caring workplace environment that fosters trust, teamwork, creativity, and work-life balance where work is enjoyable and where staff are supported in their professional development and their pursuit of excellence.

Job Summary

Reporting to the Chief Operations Officer (COO), the Assistant Controller serves as a trusted “right hand” role to the COO in providing operational leadership and support to strengthen Finance Department functions, projects, and initiatives as assigned, with an emphasis on confidentiality, proactivity, strategic acumen, and attention to detail. The Assistant Controller will be responsible for General Accounting, Reporting, Audit, and Compliance and plays a crucial role in developing and reviewing accounting entries. Additionally, this position will ensure Finance team operations and continuity, by adding leadership, project capacity, documenting procedures, and continuity plans as needed. Acting as the COO's surrogate when necessary, the Assistant Controller must inspire and maintain confidence and trust by showing (1) alignment, candor, and discretion in all assigned projects and responsibilities; (2) ability to learn and contribute to our portfolio of programs and initiatives; and (3) ability to navigate effectively and diplomatically, across varied organizational structures, roles, and relationships – both externally and internally.

The Assistant Controller must apply advanced technical accounting and not-for-profit knowledge in preparing accurate and timely financial statements for the organization on a monthly, annual, and ad hoc basis. The Assistant Controller interacts with program staff and management at all levels to ensure that projects are client-centered, completed timely, accurately, and in a trauma-informed manner. The Assistant Controller will address regulatory requirements, and payroll procedures. The Assistant Controller leads initiatives to build and sustain a culture of adherence to “best practice” accounting controls, by leading the agency, teaching, and monitoring of standard operating procedures. The Assistant Controller takes primary responsibility for assuring proper use of grant funds as it relates to grant requirements and budget allocations.



In this trusted role, the Assistant Controller closely supports the COO and works with highly confidential and sensitive information and settings, including but not limited to personnel and labor matters, leadership meetings, program assessments, and Personal Health Information (PHI). The Assistant Controller is expected to handle information with integrity, consistent with confidentiality, and HIPAA compliance standards.

As an ambassador for the Chief Operations Officer and the broader leadership team, the Assistant Controller represents AccessMatters in a positive manner when interacting with all staff, visitors, vendors, government representatives, partners, and the general community. Given the scope of programs, initiatives, staff, and stakeholders, the Assistant Controller may work regularly with the Senior Leadership Team (SLT), and the Senior Management Team (SMT) in achieving the agency's vision of organizational excellence through a culture of inclusion, diversity, and innovation, where all people are treated with kindness, dignity, and respect in a trauma-informed, anti-racist, and culturally responsible environment. The Assistant Controller helps to provide leadership, direction, and resource stewardship to the organization, while fostering a culture of accountability, high-performance, and ethical standards while representing AccessMatters effectively and commendably to all stakeholders. This position will be expected to participate in all departmental meetings and activities as needed. This position is full time and exempt.

Essential Functions

Reporting to the Chief Operations Officer, the Assistant Controller will:

Provide Accountable Leadership and Oversight of the Finance Team, Operations, and Controls

- Ensure high quality delivery of all services, initiatives, and activities within the Finance Department portfolio, with an eye toward effective and efficient change management.
- Demonstrate strong not-for-profit and other U.S. GAAP accounting knowledge and experience in preparation of financial statements and all areas of work.
- Oversee internal controls and the development and communication of new financial policies and procedures as needed.
- Ensure effective internal fiscal communications with staff at all levels throughout the organization.
- Ensure that accounting controls and financial policies and procedures are consistent with U.S. GAAP, and the AccessMatters' goals and objectives.
- Assist the Chief Operations Officer in all aspects of preparing and managing the annual corporate budget process, working closely with Program Vice President and Directors and other staff.
- Review all vouchers, accounts payables/receivables, journal entries, and checks before final reviews by the Chief Operations Officer.
- Review all contracts for completeness and adherence to grantor guidelines and regulations.



Lead and Execute High Quality Accounting Functions, Systems, Compliance, and Audit Activities

- Support the Chief Operations Officer in overseeing day-to-day accounting functions, tools and resources to ensure timely, accurate and complete financial information for management and departments.
- Conduct monthly review and reconciliation of general ledger accounts, including detailed analyses of balance sheets and revenue and expense accounts to ensure accurate and timely reporting.
- Read all contracts and have a thorough understanding of AccessMatters' programs, reporting requirements, budgets, etc. Create summaries of each grant (e.g., grant cover pages).
- Maintain and implement an annual calendar for each grant with key dates for reporting, invoicing, etc.
- Prepare and submit the federal cash draw and required federal financial reporting.
- Review, evaluate and identify weaknesses in program budgets and results, and recommend necessary improvements.
- Work with the Program Vice Presidents and Directors to develop budgets for new proposals and ongoing contracts.
- Conduct quarterly meetings with Program Vice Presidents and Directors to monitor actual spending to budget and address issues such as spending, salary allocations, etc.
- Create and implement standard AccessMatters' budget templates.
- Assist the Chief Operations Officer in planning year-end closing, journal entries, and gathering necessary data to ensure an accurate and timely year-end audit.
- Assist with year-end audit process including preparation of Schedule of Expenditures of Federal, State, and Local Awards (SEFA).
- Ensure compliance with appropriate accounting standards and regulatory requirements.
- Ensure grant resources are used according to the grant conditions and requirements.
- Direct and conduct annual financial audits of sub-grantees and serve as a liaison between sub-grantees and the organization's auditors. Serve as point of contact for all audit schedules; maintain the master file of all schedules; respond to auditor's requests for information and inquiries.
- Serve as point of contact for all audits schedules; maintain the master file of all schedules; respond to auditor's request for information and inquires.

Maintain, Analyze, Report, and Present Accurate Financial Data for Strategic Management Decisions

- Proactively take responsibility and ownership of internal reporting procedures and timelines.
- Develop and apply to all work a deep and accurate understanding of the AccessMatters' chart of accounts and coding structure, account balances, financial statements, and footnotes.
- Assist the Chief Operations Officer in preparing the monthly and annual internal and external financial statements.
- Prepare and/or review journal entries and complex underlying supporting schedules and documents, being able to then translate and communicate the financial information and accounting concepts to nonfinancial staff and stakeholders as needed.
- Participate in preparation of Forms 990.
- Participate in the preparation of the annual federal indirect and fringe benefit rate proposals.
- Assist the Chief Operations Officer with the implementation of the Provider Agency Allocation methodology.



Train and Support Individuals

- Through active and positive team engagement, train, and support the Finance staff, including the Senior Accountant(s) and Junior Accountant, consultants, and service providers/vendors, to meet goals and work cooperatively to execute department strategies and manage all aspects of Finance services and workflows.
- Create and maintain an inclusive and equitable work environment that is respectful of all, embraces diversity and equity, and includes diverse perspectives and talents in problem solving.

Advance the Mission of AccessMatters and Fulfill Organizational Duties

- Enhances and implements organizational vision, mission, and goals as identified in the AccessMatters' Strategic Plan.
- Works with the Senior Leadership Team (SLT) and Senior Management Team (SMT) to create and support effective organizational strategies, policies and procedures, as well as monitor complex federal, state, and local budgets.
- Responsible for modeling AccessMatters' Core Values and contributing to a learning culture that is supportive and inclusive of diverse perspectives and ideas, in which leaders foster an environment where staff feel valued and appreciated, where all staff hold themselves accountable to each other and to our community and stakeholders.
- Contributes to the achievement of organizational goals by analyzing information, managing assets, recognizing barriers to success, and suggesting ways to improve operations.
- Maintains high ethical standards and conduct regarding confidentiality and, integrity while representing AccessMatters effectively and commendably to all stakeholders.
- Manages all budgets and finances for department's funded programs and earned revenue.
- Complete other projects and performs other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

- Significant experience working as a trusted partner handling highly sensitive information and assignments where discretion is required.
- Thorough understanding of the principles, concepts, and methodology of GAAP and not-for-profit accounting, and the ability to apply such knowledge.
- Demonstrated experience and qualities of a dedicated fiduciary to the organization, adhering to the highest standards of integrity, credibility, candor, and financial stewardship.
- Strong knowledge of general ledger, accounts receivable, accounts payable, auditing, budgeting development and analysis, and banking relationships.
- In depth knowledge of Federal cost principles.
- Comprehensive and in-depth understanding of government-funded non-profit financial management, financial compliance, and management of government grants.



- Knowledge of regulatory compliance and accounting standards is required; understanding of federal, state and local accounting and reporting requirements as they relate to non-profit organizations is strongly preferred.
- Verified ability to conduct audit activities, managing reporting, budget development & analysis, accounts payable & receivable, general ledger, and accounting for investments/funds.
- Demonstrated ability to effectively analyze, communicate, present, and teach key financial information, data, principles, and best practices to senior management, non-financial professionals and other external contacts.
- Strong project management skills with an ability to evaluate problems and identify effective solutions for managing.
- High degree of client service skills and philosophy, to include, responsiveness, and follow through, to deliver high quality support services to stakeholders.
- Ability to self-manage, independently prioritize, solve problems, and effectively handle multiple tasks and projects simultaneously, while taking direction as needed.
- Ability to manage relations with business partners, contractors, and vendors; monitor budgets and expenditures; and follow fiscal procedures.
- Knowledge and experience working with diverse communities and colleagues with demonstrated cultural humility and responsibility.
- Experience in writing, publishing, and implementing written policies, procedures, and other documents for diverse audiences, to assure delivery of high quality services in the areas of Finance and related activities.
- Excellent written and verbal communication proficiency with minimal direction or correction, coupled with highly developed interpersonal, problem solving, negotiation skills, and ability to facilitate meetings.
- Demonstrated knowledge and experience in applying HIPAA and other federal, state, and local regulations governing confidentiality.
- Entrepreneurial spirit, intellectually curious, open to new ideas and solutions.
- Proactive, hands-on strategic thinker.
- Open to changing priorities and managing multiple tasks effectively within a compressed timeframe.
- Ability to travel regularly for audits and other oversight and compliance activities in Southeastern Pennsylvania as well as across the State of Pennsylvania as needed.
- Occasionally, work outside normal business hours (e.g., scheduled nights and weekends).

EDUCATION & EXPERIENCE:

- Minimum of five (5) years of relevant accounting and finance experience.
- Prior experience in financial services for a complex nonprofit with multiple programs and government funding sources; extensive reporting experience is required.
- Bachelor's Degree in Accounting, Finance, Business Administration (or other directly relevant field of study). Relevant industry specific experience considered in lieu of degree where possible. MBA in Accounting, Finance, Business Administration or related fields is preferred.
- Experience with Microsoft Office Applications (Word, Outlook, Excel and PowerPoint), and Learning Management Systems is preferred



- Experience with web-based collaboration platforms and information management systems, portals, and intranets is preferred.
- CPA license is preferred.
- Eligible for all city and state mandatory clearances, e.g., criminal and child abuse.

HOW TO APPLY: **Submit both a cover letter and a resume** to the Assistant Controller position posted at our online career site, by going to this link: <https://bit.ly/343YwKD>. Address cover letter to Raeann Billey, Vice President of Human Resources. Please include salary requirement and potential start date.

***NOTE: While AccessMatters has embraced liberal use of remote work, candidates are expected to reside within commuting distance of our headquarters in Center City, Philadelphia. *** No calls, please.

Applications will be reviewed in a rolling basis with priority to those received before December 5, 2022. ACCESSMATTERS IS AN EQUAL OPPORTUNITY EMPLOYER.