

**A SAFE PLACE
LAKE COUNTY CRISIS CENTER**

Controller

The Controller is responsible for all fiscal aspects of A Safe Place/Lake County Crisis Center. S/he reports to the CEO. S/he manages all financial matters with ASP, oversees, supervises and coordinates work of the Financial staff, and works closely with the finance committee of the Board of Directors and all programs within ASP.

A Safe Place is a recognized 501(c)3 listed under Lake County Crisis Center for the Prevention & Treatment of Domestic Violence Inc.

Position is located in Zion, IL

RESPONSIBILITIES:

- Implements excellent fiscal management of A Safe Place.
- Provides CEO, designated management staff and board of directors with timely financial information and analysis.
- Provides information necessary for board oversight to the ASP treasurer. Staffs the finance committee of the board of directors.
- Responsible for ASP fiscal management and accounting processes; develops, implements and monitors procedures and practices to ensure good financial management; supervises accounts payable; oversees income accounting and allocation practices; monitors bank accounts.
- Responsible for short and long-range financial plans in consultation with the CEO and the board of directors. Manages cash flow.
- Prepares ASP annual budget recommendation to the CEO. Ensures preparation of budget materials for the CEO's presentation of the draft budget to the ASP board of directors. Monitors income and expenses against approved budget.
- Prepares, in consultation with development and program staff, budget and financial materials for grant applications and reports. Ensures that ASP grant income and expenditures are accurately and appropriately tracked.
- Responsible for oversight of ASP insurance; assesses needs, obtains bids and ensures management of processes and claims. Keeps CEO and board apprised of risk management issues and recommends coverage levels and alternate vendors.

- Manages the provision of administrative support services; ensures accomplishment of routine administrative functions such as record keeping, filing, payroll, material/supply inventory/supply procurement as well as personnel, and legal record keeping.
- Responsible for data collection systems and monitors procedures for data collection; ensures accurate data entry activities and preparation of internal and external statistical reports; participates in analysis of data for management and planning purposes.
- Oversees and supervises finance department staff members, ensuring work is accurate and timely.
- Reviews recommendations related to equipment/technology needs. Ensures appropriate specifications, acquisition plans and procurement procedures through comparative bids.
- Prepares studies and recommendations for the CEO and board of directors related to personnel costs, changes in salary scales and other benefits; recommends alterations to personnel policy and procedures; updates and distributes personnel policy manual.
- Ensures that ASP facilities are proactively and economically maintained to provide a safe, clean environment for staff, guests and visitors; reviews contacts for essential services and repairs; ensures that appropriate records are maintained related to equipment, warranties, repairs and contracts.
- Performs all other duties as assigned by the CEO.
- Attends and participates in staff meetings and other training and meetings as requested.
- Works as a team player in the organization.

QUALIFICATIONS:

- CPA strongly encouraged.
- 10-15 years of Accounting Experience Required.
- Not for Profit Experience strongly encouraged.
- Strong ability to balance “big picture” perspective with essential attention to detail.

- Experience in supervision; very good interpersonal skills.
- Excellent written and verbal communication skills.
- Excellent organizational skills.
- Knowledge of applicable administrative practices and experience in managing administrative office functions.
- Knowledge of generally accepted accounting principles.
- Good computer skills; knowledge of computer hardware and various software systems Good understanding of office equipment and ability to translate ASP needs into equipment and software recommendations.
- Exceptional analytical skills; ability to gather and analyze data and interpret results.

Capacity to accept, understand and relate sensitively to people of varied socio-economic, racial, cultural and experience backgrounds.

Commitment to the philosophy and program of A Safe Place, which includes a commitment to women's issues, sharing a belief in helping to create a society free from violence and in working a cooperative, team environment.