

Controller Job Description

Overview

The Controller is a senior member of the management staff at Highfield Hall & Gardens, reporting to the Executive Director. The Controller is responsible for the accounting operations, conducted in accordance with Generally Accepted Accounting Principles (GAAP), management of the financial systems, maintenance of accounting controls, production of accurate and timely financial reports, and oversees cash management, sales tax compliance, payroll operations, annual audit and the safeguarding of corporate assets.

Essential Activities

1. Manage QuickBooks and produce regular, timely, accurate financial statements.
2. Manage revenue reporting through the Event and Donor management software system (Altru).
3. Manage disbursements on a timely basis and cash management.
4. Manage the tracking of consigned art and associated payments to artists.
5. Manage the bi-weekly payroll through the payroll processing contractor.
6. Manage employee benefits and open enrollment through the benefits contractor.
7. Manage the safeguarding of assets – insurance coverage, passwords and physical keys.
8. Manage the annual audit and tax return filing through our external accountant.
9. Manage all regulatory reporting - MA sales tax, raffle, annual report filings, etc.
10. Manage records retention according to Board policy.

Requirements

The individual must have excellent financial, organizational and interpersonal skills. A Bachelor's degree in Accounting with at least five years experience, fluency with QuickBooks, and Excel proficiency are required. He or she must be able to establish and maintain effective relationships with a wide group of individuals – staff, vendors, board members, and donors.

Compensation and Benefits

The current position is 30 hours a week with full benefits, including health insurance, 401(k) and a suite of other benefits. We offer flexible hours and the potential for growth in the position. Compensation is commensurate with experience.

Application

Please send a cover letter and resume to Peter Franklin, Executive Director at pfranklin@highfieldhall.org.

Highfield Hall & Gardens is an Equal Opportunity Employer.