



DREAM BIG. WORK HARD. WE'LL HELP.SM

Financial Controller

I Know I Can (IKIC) is a non-profit college access organization established in 1988 whose mission is to inspire, enable and support Columbus City Schools (CCS) students as they pursue and complete a college education. **IKIC** achieves its mission by providing the materials, financial support, mentoring, and counseling services needed to help Central Ohio students overcome barriers and achieve their college dreams.

Position Summary: The financial controller, along with the Director of Finance & Operations, will undertake all functions of the organizations financial management including financial reporting, budget and forecast preparation as well as develop internal control policies and procedures.

Position reports to:

Director of Finance & Operations

Essential Duties and Responsibilities:

- Manage all accounting operations including Billing, A/R, A/P, GL and Counsel and Revenue Recognition
- Prepare and publish timely monthly financial statements
- Support month-end and year-end close process
- Prepare and maintain cash flow forecast and projections to effectively manage cash balances
- Ensure quality control over financial transactions financial reporting
- Manage and comply with local, state and federal government reporting requirements and tax filings
- Develop and document business processes and accounting policies to maintain and strengthen internal controls.
- Prepares month-end journal entries relating to grants, including revenue recognition and indirect cost allocation.
- Monitors project budgets and recommends budget adjustments as needed.
- Prepares grant fiscal reports as required by funder.
- Coordinate and direct the preparation of the budget and financial forecast and report variances
- Maintain accurate, complete auditable grant files.
- Draws funds from funder as needed.
- Understands the concept of not-for-profit accounting and purchasing orders.
- Reviews bills and invoices for accurate coding.
- Invoices clients following appropriate procedures.
- Complete bi-weekly payroll for all employees
- General Journal Entry for payroll as needed.

Qualifications:

- Bachelor's degree required Master's degree preferred
- 7+ years of accounting experience
- Previous experience preparing and analyzing financial reports
- Thorough knowledge of accounting principles and procedures
- Experience with general ledger functions and the month-end/year end close process
- Experience with Federal grant financial reporting
- Strong experience in not-for-profit accounting sector
- Attention to detail and strong organizational skills
- Ability to work in a fast-paced and changing environment
- Strong knowledge of Microsoft Office Suite required
- Strong knowledge of QuickBooks

Benefits and Compensation:

I Know I Can offers competitive compensation and benefits package, including medical, dental, vision, life insurance and long-term disability coverage.

Interested candidates should send cover letter and resume to:

Kim Hayes, Director of Finance & Operations

employment@iknowican.org

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