



The Coalition on Homelessness and Housing in Ohio (COHHIO) is seeking a full-time, self-motivated, experienced individual to fill the position of **Controller**. This position is full-time and will work under the direction of the Executive Director to implement the financial goals of the agency.

Purpose: Serve as a strategic advisor to the Executive Director for all aspects of financial management, including grants management, reporting, and administrative functions such as maintenance of personnel records and other special projects.

Qualifications: Bachelor's degree from an accredited college or university, with an accounting major or equivalent; five years of relevant accounting experience (supervisory experience preferred); proficiency with Microsoft Excel and Word; ability to learn and effectively use Agency financial software.

Primary Responsibilities:

Maintain all financial systems and accounts:

Maintain all transaction with financial institutions
Measurement and reporting
Develop and update rolling P&L and cash flow forecasts.
Lead the annual operating budget cycle.
Partner in the development and monitoring of financial plans.
Prepare quarterly and other financial reports as needed (for internal use, and to meet grant requirements).
Assist with the development of general and project grant budgets.
Monitor the preparation and submission of all local, state, and federal taxes (payroll tax payments and reporting are done by payroll company).
Responsible for coordinating and facilitating all financial audits of the organization, including the annual audit.

Maintenance of Personnel Records:

Maintain employee records: timesheets, calculation of hours worked, vacation, sick leave, etc. Track hours spent on each grant (for billing purposes).

Develop and Maintain Informational Systems:

Develop and maintain information tracking systems for the public sector grants and other projects as needed, assist other COHHIO staff when they need access to information.

Develop Financial Strategies and Analysis:

Partner with management team to develop business/operational plans and assisting to drive their implementation.
Collaboration with all areas of the agency to identify business needs and to provide financial analysis support.
Provide analysis support for new business development initiatives.



Other duties include:

Provide leadership to special projects as required by business needs.
Perform other duties as may be assigned by the Executive Director or Managing Director.

Salary range \$70K - \$85K based upon experience. Benefits available.

COHHIO is committed to cultivating and preserving a culture of equity and connectedness. We are able to grow and learn better together with a diverse team of employees. The collective sum of the individual differences, life experiences, knowledge, innovation, self-expression, and talent that our employees invest in their work represents not only part of our culture, but our reputation and achievement as well. In recruiting for our team, we welcome the unique contributions that you can bring. COHHIO especially welcomes applications from individuals with lived experience related to our mission.

Applying for this position

1. Send via email to douglas.argue@cohhio.org
2. Subject line should read: Controller
3. Attach both resume and cover letter in PDF format
4. Applications received not following above instructions will not be considered

COHHIO will acknowledge receipt of your submission.

Applications will be accepted until the position is filled.