



**Black AIDS Institute**  
*Job Opportunity*  
**Controller**

**Overview**

The Controller is an essential part of the Black AIDS Institute's finance team. Under the direct supervision of the Chief Financial Officer (CFO), the Controller position provides ongoing support to the CFO with the daily and long-term management of agency financial matters in accordance with prescribed policies, procedures, regulations, and standards.

The Controller must have a commitment to anti-oppression work and thrive when working in a Black-centric environment.

*Black people, LGBTQ+ people, and people living with HIV or on PrEP are highly encouraged to apply.*

**Job Location:** Remote, United States

**Reporting Relationship:** Chief Financial Officer

**Supervisory Relationship:** none

**Salary Range:** \$80,000 to \$83,000 annually, depending upon experience and qualifications. This is an exempt, salaried position.

**Supervision/Training:**

- Regular supervisory meetings with the CFO
- Development and daily maintenance of a departmental work plan which details project goals and outcomes.
- Participation in agency training programs
- Maintenance of an ongoing professional development plan

**Agency-wide Duties and Responsibilities:**

- Supports the mission, vision, and values of the Black AIDS Institute
- Complies willingly with all organizational policies and procedures.
- Supports all functions that attain and maintain accreditation and compliance with regulatory agencies.
- Supports and facilitates positive interaction with others by exhibiting:

- Individual maturity
- Respect for others
- A team-centered approach
- Maintenance of confidential information
- Communicates appropriate information to other departments in a timely and effective manner.
- Participates in appropriate professional development programs to attain and maintain competency.
- Has reliable transportation and a valid driver's license (required)

### **Position Specific Duties/Responsibilities:**

#### Management

- Assist the CFO in the development and implementation of accounting policies and procedures.
- Assist the CFO with the development of a compliant cost allocation plan.
- Manage outsourced functions such as payroll and HR with Paychex.
- Manage the general ledger, accounting records, and the closing process.
- Develop, implement, and maintain a system of internal controls considering appropriate segregation of duties to ensure adequate protection of company assets and resources.
- Develop and implement a filing system to ensure easy access and retrieval of filed documents and records.
- Manage fixed assets and maintain related depreciation schedules.

#### Transactions

- Ensure that all bills/expenses are properly recorded and paid in a timely manner.
- Ensure that all invoices, including grant billings, are properly recorded and related accounts receivable are collected promptly.
- Ensure that bi-weekly payrolls are processed in a timely manner.
- Ensure that monthly bank reconciliations are completed by the 10th of each month.
- Maintain the chart of accounts.
- Develop, implement, and maintain a system of controls over accounting transactions to ensure transactions are properly coded and recorded.
- Develop, implement, and maintain a draw down process to ensure funds are drawn for federal funds in accordance with required guidelines and regulations.

#### Reporting

- Ensure compliance with US Generally Accepted Accounting Principles (GAAP) and other relevant accounting standards.
- Prepare and issue financial statements and ancillary reports, including monthly statement of activities, balance sheet, and cash flow statement in accordance with the established finance calendar.

- Manage and coordinate the Single Audit process to ensure document requests and transaction testing are completed in a timely manner.
- Prepare monthly grant billing and reports for review by program managers and CFO to ensure under-spent grants are proactively discussed with funder representatives.
- Assist the CFO with the preparation of the annual budget and related forecasts.
- Comply with local, state, and federal government reporting requirements and tax filings, including forms 941 and w-2s.
- Ensure compliance with 401K filing and audit requirements, including form 5500.

### **Professional Qualifications:**

- Bachelor's degree plus five years of relevant employment involving grant acquisition, reporting, and compliance.
- Advanced skills in Microsoft Excel.
- Experience with federal grant procurement requirements.
- Excellent oral written and presentation skills.
- Ability to prioritize personal work schedule and priorities using independent judgment.
- Ability to move to the next stage of tasks and projects in the absence of managerial supervision.
- Ability to manage multiple deadlines in a fast-paced environment with multiple priorities.
- Outstanding organization, project, and time management skills.
- Demonstrated resourcefulness and flexibility.
- Willingness to work occasional nights and weekends to meet grant reporting deadlines, if needed.

### **Physical and Sensory Requirements:**

- Ability to read, write, and converse in English
- Ability to communicate efficiently with staff, stakeholders, vendors and funders
- Ability to remain calm and composed under stress
- Bending, lifting, grasping, fine hand/eye coordination, pushing/pulling, and/or prolonged sitting/standing
- Ability to respond to telephones and other auditory stimulation
- Ability to organize
- Quantitative/mathematical ability (addition, subtraction, multiplication, division, standard measurements)
- Ability to evaluate/interpret information and make independent judgments/decisions

**Apply here:** [https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R\\_ID=5906413](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=5906413).

**Submit a cover letter and resume.** Incomplete submissions will not be considered. Screening will begin immediately and will continue until the position is filled. No phone calls or emails please.

**About the Black AIDS Institute**

The Black AIDS Institute (BAI) is the only national HIV/AIDS think tank focused exclusively on Black people. The Institute's mission is to stop the AIDS epidemic in Black communities by engaging and mobilizing Black institutions and individuals in efforts to confront HIV. The Institute interprets public and private sector HIV policies, conducts trainings, offers technical assistance, disseminates information and provides advocacy mobilization from a uniquely and unapologetically Black point of view.

Our motto describes a commitment to self-preservation: “OUR PEOPLE, OUR PROBLEM, OUR SOLUTION.”

The Black AIDS Institute is an Equal Opportunity Employer. For more information about the Black AIDS Institute visit [www.blackaids.org](http://www.blackaids.org).