

Controller Position Available

The Fair Housing Center, 432 N. Superior St., Toledo, Ohio, seeks an experienced Controller to oversee accounting and financial operations. Reporting directly to the CEO, the successful candidate must demonstrate proficiency in generally accepted accounting principles for non-profit organizations to ensure that the highest accounting standards are met, maintain financial records to ensure accuracy and ease of reporting on fiscal activities to Board and funders, be well-versed in basic Microsoft Office software applications (Word, Excel, etc.) and Sage accounting software, with the ability to track activities in our proprietary case management system, and possess the knowledge and ability to interpret, Federal, State, and Local laws regarding non-profit financial management, including 2 CFR Part 200 and other federal guidance documents. The Controller is also responsible for managing the annual audit process, forecasting, budget preparation, 990 submission, preparation of the agency indirect cost proposal, and other duties as assigned, including the fiscal components of the grant writing process.

Qualifications: Bachelor's degree in accounting, finance or related field; 3 to 5 years of non-profit financial management experience; and Certified Public Accountant or advanced degree preferred.

This is a full-time exempt position, with some evenings or weekends as needed.

How to Apply: Please submit cover letter and resume to HR@toledofhc.org.