



PLEASE NOTE: Resumes without cover letters will not be considered.

Keep Indianapolis Beautiful (KIB) is an environmental and community nonprofit with a mission to help people and nature thrive. We partner with neighborhoods, local government, universities, community groups, and businesses to achieve our vision of an Indianapolis that is loved, cared for, and ecologically rich. We are also one of the most volunteered-for organizations in Indianapolis, working with about 13,000 volunteers each year to plant trees and native landscapes, organize litter cleanups, turn vacant lots into pocket parks, create outdoor classrooms, restore habitat, and educate and employ youth.

KIB helps people and nature thrive most effectively when we reflect the diversity of perspectives, voices, and abilities found throughout our city. The principles of diversity, equity, and inclusion are essential to our work – from supporting biodiversity in nature to engaging communities. KIB is an equal opportunity employer that encourages applicants – including people of color; people who are LGBTQ+; veterans, people who are multilingual or multicultural; and individuals of various ages and abilities – to help us create a team with a broad range of backgrounds and thinking.

Job Title:	Controller
Full-/Part-Time:	Full-Time
Regular/Temporary:	Regular
Salary:	\$75,000-\$82,000
Benefits	Health, dental and vision insurance (company pays 90% of employee coverage), company-paid life and long-term disability insurance and 403b match of 3%; generous PTO and holiday schedule.

Purpose:

The Controller is responsible for managing the daily operations and overall finances of the organization. The ideal candidate will exemplify the organization’s values of excellence, joy, accountability, inclusiveness, teamwork, and balance. They will be a partner, a leader, trustworthy and selfless through support of and engagement with donors, volunteers, and community stakeholders.

Duties, Functions and Responsibilities:

Financial Management

- Provide effective management and reporting of fiscal resources. Follow and update financial procedures to meet organizational objectives.
- Manage accounting functions, including accounts payable, accounts receivable, cash management, banking deposits, general ledger activities, journal entries, contract management, monthly financial reporting, and monthly close activities.
- Ensure all activity is accurately entered and coded to the proper department, activity, project, and expense line. Ensure associated documentation is filed accurately. Lead annual organizational budget process. Manage and monitor monthly revenue and expenses against the budget.
- Manage capital budget, including monitoring of funds available for capital projects and working with staff on regular basis to determine current and future building, IT, vehicle, and other needs.
- Prepare monthly financial statements, including budget vs actual monthly and year to date income statements and balance sheet.

- Prepare monthly invoices for all contracts and corporate invoices. Provide financial reporting support for organization when applying and negotiating new contracts.
- Produce monthly financial reporting that reconciles General Ledger to GAAP.
- Ensure associated documentation is filed accurately.
- Meet with CEO weekly to review financial status.
- Serve as staff lead on monthly Board Finance Committee to review financial status and make necessary recommendations to ensure strong financial position.
- Manage annual financial audit process and preparation of information for completion of the 990s with external auditors. Prepare the annual property tax returns.
- Provide support for the Board Audit Chair and Committee.
- Assist with reports to funding proposals and grants as requested by the staff.
- Review and approve biweekly payroll.

Other Duties as Assigned

- Attend staff, management, VP-Directors, and board meetings, as required.
- Assist with any additional duties as requested in service to the mission of KIB.

Characteristics of a Strong Candidate:

- Excited about working at a dynamic nonprofit organization with other smart, motivated people where your work has a real impact on the success of the organization.
- Comfortable greeting visitors, making our neighborhood partners feel welcome and helping your fellow employees take care of meeting program demands.
- Detail-oriented.
- A team player who will pitch in and help do what it takes to get a job done.
- Motivated to learn new skills and expand the scope of your responsibilities.
- Proactive, high-energy, and reliable.
- Excellent communication skills, both verbal and written.
- Strong organization and analytical skills.

Education:

- Bachelor's degree in accounting, business, economics, or a related field.
- Certified Non-profit Accounting Professional (CNAP), or willingness to pursue certification.
- QuickBooks certification preferred.

Requirements

- Minimum 5-7 years of progressively responsible work experience managing the accounting functions in a non-profit agency, or equivalent experience.
- Thorough knowledge of budgeting and accounting practices, processes, and procedures of non-profit organizations.
- Demonstrated ability to organize, direct and coordinate accounting, personnel, and facilities operations.
- Ability to interact professionally with staff, board members, volunteers, and key partners.
- Ability to analyze data, and prepare financial reports/statements
- Experience with non-profit accounting, ADP Workforce Now, and QuickBooks preferred.