



Title: Controller
Reports to: President and CEO
Location: HEAR Wisconsin, West Allis, WI
Salary Range: \$

Are you ready to join an organization where you can make an extraordinary impact every day?

It is no secret that lives are changed forever at HEAR Wisconsin. Founded in 1926, the state-wide nonprofit organization helps infants, children, and adults who are Deaf or hard of hearing by providing the support and services they need to live full, successful lives. Each year HEAR Wisconsin provides critical services to thousands of individuals through its Kellogg Child & Family program; Audiology Clinic; Assistive Technology Center; Adult Day Service program; and Mobile Audiology Clinic.

HEAR Wisconsin is seeking a highly skilled and motivated individual to join our team as a Controller at our West Allis facility. This full- or part-time position is crucial to ensuring the financial health and sustainability of our organization.

The qualified candidate must have financial management experience with nonprofit and/or healthcare organizations. This position reports to the President and CEO.

Responsibilities:

1. Financial Management:

- Oversee general ledger and accounting functions and systems.
- Prepare and analyze monthly financial statements, providing insights and recommendations to the leadership team.
- Perform regular reconciliations of bank statements, accounts, and financial transactions to ensure accuracy and identify discrepancies, collaborating with relevant team members to resolve any issues promptly.

2. Compliance and Reporting:

- Ensure compliance with all relevant financial regulations, accounting principles, and nonprofit reporting requirements.
- Prepare and submit timely and accurate financial reports.
- Collaborate with external auditors during annual audits.



3. Grant and Fund Management:

- Manage the financial aspects of grants, including budgeting, reporting, and compliance.
- Ensure proper allocation of funds and adherence to grant guidelines.

4. Cash Flow Management:

- Monitor and manage cash flow, making recommendations to ensure the organization's financial stability.
- Implement effective cash management policies and procedures.

5. Financial Analysis and Planning:

- Provide financial insights to facilitate informed decision-making and planning.
- Conduct financial analysis to support strategic decision-making.
- Develop and maintain accurate budgeting and forecasting processes.

6. Systems and Process Improvement:

- Continuously evaluate and enhance financial systems and processes for efficiency and accuracy.
- Implement best practices in financial management to optimize organizational performance.

Qualifications:

- Bachelor's degree in Accounting, Finance, or related field; CPA designation with current Wisconsin license is a plus.
- Proven experience as a Controller in a nonprofit setting or similar role.
- Healthcare financial management experience including best practices for managing overall timely reporting to optimize business processes.
- Strong understanding of nonprofit accounting principles and regulations.
- Proficiency in QuickBooks and Microsoft Excel.
- Excellent analytical and problem-solving skills.
- Strong communication and interpersonal skills.
- Ability to work independently and collaboratively in a dynamic environment.



Benefits:

- 401(k)
- 401(k) matching
- Health insurance
- Dental insurance
- Vision insurance
- Generous paid time off
- LTD Insurance