

Controller

The Atlanta Opera seeks a Controller to join its management team.

The Controller will head up the accounting department and work directly with the Managing Director on a daily basis to manage the finances of the company. Experience in and understanding of nonprofit fund accounting is a required skill. This is an exceptional opportunity for the right person to gain significant nonprofit management experience with an opportunity for growth.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Controller will:

- Monitor accounting transactions using accounting software
- Record and report day to day transactions and account balance reconciliations
- Prepare and analyze monthly, quarterly, and annual financial reports
- Assist with preparing annual budget
- Monitor and update financial records and controls, as needed
- Review and adjust journal entries and reconcile general ledger accounts
- Perform grant accounting work (i.e. compare grant expenses against approved budgets, ensure timely disbursement grant funds, and proper recording and reporting of grant information, etc.)
- Manage the staff accountant
- Work with the external auditors
- Prepare the schedules for the annual audit and form 990

REQUIRED SKILLS AND ABILITIES

- Bachelor's degree in accounting; CPA strongly desired
- 4 -5 years minimum financial reporting, cost accounting, and managerial accounting experience, preferably in the nonprofit sector
- In-depth knowledge of non-profit GAAP and financial reporting principles and practices including accounting, compliance and reporting for private and federal grants
- Knowledge of laws and regulations applicable to non-profits
- Demonstrated independent pursuit of training and development opportunities to increase knowledge and skills
- Significant understanding of finance concepts and cashflow modeling
- Outstanding analysis and spreadsheet skills; pivot table skills a plus
- Audit preparation and year end closing experience;
- Fund and grant accounting experience
- Solid knowledge of the budgeting process
- Experience with Peachtree or similar accounting system
- Experience with upgrading and/or integrating accounting systems a plus
- Excellent communication skills, both verbal and written

- Strong desire to want to work in the nonprofit sector, particularly in the arts
- Self-confidence, poise, assuredness, assertiveness professional maturity, integrity, reliability, patience, tact, astute intuition and good judgment
- Impeccable personal history; an extensive background check will be required
- The salary range for this position is \$48k - \$50k

Interested candidates should e-mail a cover letter and resume to the following:

controller@atlantaopera.org

Please do not apply if you do not have the requisite accounting experience. Local candidates highly preferred; no relocation help is available. This company is an EOE. All qualified candidates are encouraged to apply. Absolutely no phone calls, please.