



Arizona Technology Council is seeking an Assistant Controller.

POSITION SUMMARY:

The Arizona Technology Council, a 501(c)(6) nonprofit organization, is seeking an Assistant Controller to oversee all finance and accounting functions, administration and human resources for the Council and SciTech Institute, the Council's 501(c)(3) foundation. The Assistant Controller is a hands-on member of the finance team and a forward-thinking, strategic financial leader responsible for forecasting financials, trends and projections that identify potential areas of risk and opportunity, initiating informed recommendations to the CEO, executive director of the foundation, board of directors, and finance committee. The Assistant Controller also supports the Council & Foundation in efforts to develop governance/financial strategies and ensure long-term governance/financial stability and financial integrity, all according to AAM best practices. The Assistant Controller reports to the president & CEO of the Arizona Technology Council.

SCOPE AND RESPONSIBILITIES:

- Coordinate with the outsourced controller to complete daily & monthly financial operations and improve systems and reporting, including budget and forecasting reports.
- Coordinate with the outsourced controller to complete all accounting functions including, but not limited to, accounts payable, accounts receivable, payroll, grants administration, maintenance of Council/Foundation accounting records and multiple employer plan 401K administration. Work closely with grant writer, providing budgets as needed.
- Design and coordinate a wide variety of financial and statistical data and reports, including preparation of interim financial performance projections, to work with the executive team to develop plans for strategic opportunities and corrective actions. Ensure timeliness, accuracy, and usefulness of financial and management reporting for Foundation's executive team, board of directors and funders.
- Maintain a system of internal controls with emphasis on safeguarding cash receipts, grant funding, restricted cash accounting, invoicing, board minutes and other internal governance documents.
- Develop and ensure compliance of internal operational policies and procedures as well as ensure legal and regulatory compliance regarding all financial functions.
- Communicate effectively with other members of the accounting team.
- Ensure that statutory reporting is filed and documented in a timely manner. Meet all filing deadlines for tax purposes. Manage annual audit activities, including proper filing of tax/990 returns.
- Process payroll using remote payroll service, review/file forms necessary for compliance with federal and state requirements.
- Process commissions and expenses for staff.
- Maintain personal time off (PTO) tracking.
- Oversight and proficiency with the customer relationship management system (GrowthZone).
- Manage the membership renewal and payment process, including preparation and distribution of membership renewal invoices as well as recording payments.
 - Reconcile revenue (membership, sponsorship and events) in Growth Zone to accounting system.
 - Coordinate the follow-up of outstanding accounts receivable each month with staff.

- Establish and maintain individual employee files, coordinate with the executive director the supervision of staff hiring or termination, identify and recommend for adoption personnel policies and employee benefit programs (health insurance, long-term disability insurance, etc.). Coordinate unemployment and workers' compensation issues, onboard new hires and process all termination paperwork necessary.
- Risk management: annually review, and manage RFP process for property/casualty, liability, D&O insurance coverage, etc., in collaboration with the finance committee.
- Professional development: participate in ASAE and other professional associations to stay current on trends, issues, etc. for this position.
- Perform other activities as directed by CEO and executive director.

SKILLS & ABILITIES REQUIRED:

- Must have outstanding integrity and ethics, excellent management and interpersonal skills, be persuasive, possess exceptional reasoning skills, and have outstanding written, verbal and presentation skills.
- Highly organized self-starter with good problem-solving and analytical skills; demonstrated expertise in quality and performance improvement; and capable of managing and prioritizing multiple tasks.
- Working knowledge of GAAP, GASB and FASB statements for accounting practice in nonprofit accounting.
- A good understanding of how to utilize CRM software (SalesForce & GrowthZone) and proficiency in Microsoft Office products with a heavy emphasis in Excel. Fluent knowledge of Quick Books, Google Docs and Google Classroom.
- Ability to effectively communicate financial information to non-financial managers and board members.
- Knowledge of Arizona Political Action Committee requirements & reporting.
- Ability to meet strict deadlines and to adjust priorities as needed.
- Ability to work with diverse populations (board, staff, volunteers, clients).

EDUCATION/EXPERIENCE:

- Relevant bachelor's degree in accounting, finance or related field.
- Minimum of 3-4 years management level administrative accounting and budgeting experience in a nonprofit 501(c)(6) & 501(c)(3) organization.
- Ability to work overtime hours as necessary.
- Global experience strongly preferred, adept at operating in international and multicultural contexts.

This job description is not intended to be all-inclusive; Arizona Technology Council and Foundation reserves the right to revise or change job duties as the need arises. Job descriptions do not constitute written or implied contracts of employment. Employment with Arizona Technology Council & Foundation is at will.

TO APPLY:

To apply for the Assistant Controller position with the Arizona Technology Council, email your resumé along with five professional references to Laura DeGeorge at ldegeorge@aztechcouncil.org with the subject line: Assistant Controller – (your name).