

The Da Vinci Discovery Center of Science and Technology, Inc.

Job Description

February 2022

Job Title	Controller
Department	Finance/Administration
Reports to	Chief Administrative Officer/CFO

Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Contractor <input type="checkbox"/> Seasonal <input type="checkbox"/> Part-time <input type="checkbox"/> Intern	Hours: 40 per week <input checked="" type="checkbox"/> Days <input type="checkbox"/> Weekends <input type="checkbox"/> Evenings <input type="checkbox"/> Holidays	FLSA Classification: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
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GENERAL DESCRIPTION

Reporting to the Chief Administrative Officer and CFO, the Controller is a member of the leadership team at the Da Vinci Science Center and holds lead responsibility for financial analysis, planning, reporting and cash management activities for the base operation of the Center. The Controller has overall responsibility for assessing and evaluating the financial performance of the organization's current operations and providing recommendations to support the DSC's short and intermediate-term growth plans. The position will also provide support to the CFO on the Center's efforts to build a major new facility in downtown Allentown, with specific focus on business planning and financing activities.

The Controller will work closely with the Finance Professional responsible for the organization's accounting function and the HR Generalist responsible for the Center's HR and payroll functions.

SPECIFIC JOB RESPONSIBILITIES

Holds leadership and oversight responsibility for timely and proactive management of the following:

Strategic Planning and Management

- Working with the Senior Leadership Team, create and establish annual financial objectives that align with DSC's annual goals;
- Provide recommendations to strategically enhance and advance financial performance and business opportunities.
- Collaborate with Manager of Institutional Giving and coordinate efforts to attain grant financing and fulfill grant reporting and compliance requirements.

Financial Analysis, Budgeting, and Forecasting

- Coordinate the annual budgeting, forecasting, and planning processes, working closely with the CFO, senior leadership team, and the Audit-Finance Committee to provide accurate and timely consolidation and reporting for the organization;
- Oversee the month-end close process; review procedures to increase efficiencies;
- Monitor and report budget performance and cash flow monthly (key financial metrics weekly); review, analyze, and provide recommendations to Senior Leaders for improvement;
- Prepare quarterly financial performance reports with year-end forecast;

- Prepare year-end reports; coordinate the preparation of annual financial statements and income tax returns with external auditors/accountants; prepare the annual charitable returns;
- Participate in the Board's Audit-Finance and Investment Committee meetings as needed.

Financial Management

- Oversee management of grants, contracts, leases, and other financial commitments;
- Ensure the responsible management of cash and investment accounts;
- Ensure proper financial policies and procedures are kept up to date and followed to ensure proper controls and that they meet all regulatory, GAAP and grant compliance requirements;
- Revise finance policies and procedures as necessary to maintain sufficient controls as operations expand;
- Monitor risk management policies

EDUCATION REQUIREMENTS

Bachelor's degree in business or accounting; CPA/CMA/MBA preferred

EXPERIENCE AND QUALIFICATIONS

- Five years minimum experience as controller or finance manager; Non-profit experience preferred;
- Significant experience with business planning to support plans for growth including financing development of long-term operational goals, budgets and forecasts;
- Strong communication and interpersonal skills;
- Experience with computerized accounting systems; knowledge of QuickBooks Non-Profit Edition preferred;
- Advanced proficiency in Excel required
- Advanced proficiency in other MS Office programs (Word, Outlook, PowerPoint) preferred
- Experience with tax laws and compliance issues related to employee compensation, government contracts, and non-profit 501(c)3 accounting and reporting;
- Understanding of ethical behavior and business practices with own behavior consistent with these standards;
- A successful track record in setting priorities; keen analytic, organizational, and problem-solving skills which support and enable sound decision making;
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders;
- Personal qualities of integrity and credibility;
- Knowledge of the Lehigh Valley educational environment and dedication to the mission of DSC;
- Able to maintain a flexible schedule with the ability to work occasional evenings and weekends as required.

PHYSICAL DEMANDS OF THIS JOB

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the position. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of this job. The employee is occasionally required to be on their feet for four (4) hours at a time. While performing the responsibilities of this job, the employee must occasionally move or lift up to and including 10 - 20 pounds.

Vision abilities required by this job include close vision (close vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors).

WORK ENVIRONMENT OF THIS JOB

While performing the responsibilities of the position, these work environment characteristics are representative of what may be encountered. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

The noise level in the work environment is usually moderate but can be loud during busy times.

REQUIREMENTS

Successful completion of a criminal background check including checks through Pennsylvania State Police and Pennsylvania Child Abuse Registry and FBI fingerprinting checks are required.

In accordance with the Vaccine Mandate Policy of the Da Vinci Discovery Center of Science and Technology, Inc., your employment is contingent upon providing proof of receiving a full course of a Covid-19 vaccination and, to the extent recommended by the FDA, receiving periodic booster shots.

CONCLUSION

This job description is intended to convey information essential to understanding the scope of the position and is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position. **Management reserves the right to revise duties as needed.**

CEO/Executive Director Approval:		Date:	
Director/Manager Approval:		Date:	
Employee Acknowledgement:		Date:	