

## Controller

### About New Buildings Institute

New Buildings Institute (NBI) is at the forefront of a wide range of national and regional policy, program and technical initiatives focusing on high performance buildings. Widely respected in the industry for its leading-edge thinking on improving building performance, NBI is a nonprofit, mission-driven organization committed to making a difference. We work with national, regional, state, and local agencies, non-governmental organizations, utilities and companies to promote improved energy performance in buildings. Projects include building research, design guidelines, policy and code activities focused on making buildings better for people and the environment.

### About This Position

NBI is currently seeking a Controller to lead financial management, reporting, compliance, payroll, and benefits-related accounting functions. The successful candidate will contribute to the success of our non-profit by providing leadership in financial management of the organization, collaborating on project-based financials with the Finance Manager and Directors team, supporting program and development staff, and providing oversight to accounting staff. This position involves maintaining and improving existing accounting systems and procedures, tracking and reporting, and interacting with finance-related systems and consultants. The position requires a strong background in non-profit accounting; experience with federal government project accounting is desired.

### Job Duties & Responsibilities

#### *Financial Management and Accounting Responsibilities:*

- Full-charge bookkeeping and accounting in QuickBooks Desktop/Online including invoicing for professional services, ADP payroll, and accounts payable.
- Work with staff to maintain “process integrity” related to daily cash deposits, codes revenue and expenses into accounting system.
- Handles month-end and year-end close to include general journal entries, bank reconciliation, development tracking spreadsheet, balance sheet reconciliation including pre-paid accounts and schedules, and external reporting reconciliation.
- Ensure that accounts payable are paid in a timely manner.
- Ensure that accounts receivable are collected promptly.
- Oversee payroll function performed by Staff Accountant.
- Ensure that monthly bank and credit card reconciliations are completed timely.
- Ensure that assets are properly recorded, amortized, and disposed of as appropriate.
- Ensure that other balance sheet accounts are reconciled monthly.
- Maintain the chart of accounts.
- Maintain a system of controls over accounting transactions.

- Perform the financial month-end close within 10 business days.
- Review the financials with Finance Manager monthly.

### *Reporting*

- Issue timely and complete financial statements.
- Provide financial information for the corporate annual report.
- Handle all end-of-year duties including end-of-year close-out work including depreciation, inventory/fixed asset management and annual accrual entries.
- Recommend benchmarks against which to measure the performance of company operations.
- Prepare budget and financial components of special reports and proposals.
- Calculate variances from the budget and report significant issues to management.
- Provide financial analyses as needed for contract negotiations or grant.
- Participate in the preparation of dashboard reports for the Board on a monthly basis including financial and operating metrics.
- Prepare periodic grant reports.
- Perform project and employee accounting activities related to all projects with special consideration for federal government projects.

### *Compliance*

- Coordinate the provision of information to external auditors for the annual audit and Form 990.
- Comply with local, state, and federal government reporting requirements and tax filings.
- Update DUNs and SAM accounts annually to keep them up to date.
- Keep NBI information updated at Charity Navigator and Guide Star websites.
- Maintain a documented system of policies and procedures.

### *Grants and Sponsorships*

- Track grants, both restricted and unrestricted, in QuickBooks.
- Maintain accurate accounting of all unrestricted income and its sources.
- Interface with leadership team and staff to fulfill information requests and maintain reporting accuracy.
- Prepare fiscal and personnel documentation for grantors and generate financial and grant reports for use by leadership team as well as management and outside agencies.

### *Cash Management*

- Manage cash for the organization, assuring enough cash on hand for payments.
- Monitor cash inflow and outflow daily to anticipate routine cash needs.
- Foster and maintain healthy banking relationships.

## **Candidate Qualifications**

### *Required*

- Minimum five years of accounting experience.
- Bachelor's degree in Accounting, Finance, Business or a related field.
- Intermediate spreadsheet knowledge.
- Knowledge of GAAP accounting principles.
- Excellent communication skills, both written and verbal.
- Extensive analytical skills and the ability to clearly communicate decisions, procedures and processes to a diverse group of people.
- Ability to manage and perform multiple tasks under conditions of fluctuating workloads, competing requirements, and changing deadlines; working independently and following through on assignments with minimal direction.
- Strong time management skills and demonstrated capability to work on multiple projects at one time.
- Strong demonstrated organization skills, with ability to understand overall program objectives and maintain attention to detail.
- Proven success in internal and external relationship management with all levels of expertise from administrative to executive.
- Professional manner and positive disposition.

*Desired*

- Experience with federal government project accounting.
- Experience with Microsoft Teams and SharePoint.
- Maturity, positive attitude, flexibility, high professional standards and ethics, ability to get along with a wide variety of people in a teamwork environment, ability to work with minimal instruction, prioritize, organize, while maintaining a good sense of humor.
- Familiarity with building decarbonization, green buildings, and energy-efficiency practices.

**Reporting Structure**

This position reports to the Finance Manager. This position will provide support and oversight to the Staff Accountant.

**What We Offer:**

This position is a full-time, exempt position. NBI's office is in downtown Portland, Oregon. Qualified candidates outside the Portland area are encouraged to apply as we will consider hiring in remote work location.

NBI is an equal opportunity employer and is committed to a policy of nondiscrimination on the basis of race, color, religion, national origin, gender, gender expression, age, marital status, sexual orientation, military status and disability in all of our work and activities, including hiring practices. We believe in a positive work/life balance and are committed to our employees' health and well-being. NBI is also

committed to championing diversity, equity, and inclusion across all areas of our organization, and have enacted hiring practices to support this commitment.

Additionally, NBI offers the following for this position:

- Base salary range: \$70,000.00 - \$85,000.00 (commensurate with experience)
- Insurance benefits (100% of employee only premiums paid by NBI; new hires are eligible the first of the month after 30 days of employment): Medical, vision & dental insurance, Life insurance, AD&D insurance, Long Term Disability insurance
- 160 hours of accrued Paid Time Off (combined vacation and sick for a full year)
- 11 paid holidays
- Additional optional benefits available the first of the month after 30 days of employment include: Flexible Spending Accounts (healthcare & dependent care); Health Savings Account; Accident insurance; Cancer insurance; Critical Illness insurance; Short Term Disability insurance; Term & Whole Life insurance; Identity Theft insurance; Pet insurance
- 401(k) with company and safe-harbor match available the first of the month after three months of employment
- A dynamic, collaborative, and exciting place to work full of passionate and dedicated people all working towards our collective mission!

### **To Apply**

Email a cover letter, resume, and salary requirements to [Careers@NewBuildings.org](mailto:Careers@NewBuildings.org). Please write "Controller" in the subject line. Reference and background checks are performed prior to employment.

*For more about New Buildings Institute, visit [www.NewBuildings.org](http://www.NewBuildings.org).*

*New Buildings Institute is an equal opportunity employer.*