



## **FINANCIAL CONTROLLER**

### **Position Executive Summary**

The Controller oversees the agency's daily accounting operations and helps guide the agency's strategic financial decisions. Along with partnering with the CEO, the Controller is responsible for the agency's financial plans and policies, its accounting practices, and the conduct of its relationships with lending institutions and outside accountants. The position involves management of general accounting and its principles, property accounting, internal auditing, payroll, general human resources, and budgetary controls. The Controller possesses strong leadership capabilities to successfully manage a finance team and partner with senior leadership. This requires the ability to set objectives, motivate team members, and provide guidance where needed.


### **Key Responsibilities**

#### **General Responsibilities**

- Assist the CEO in the development and execution of the agency's financial strategy
- Develop and monitor performance against the annual budget
- Partner with the CEO to review employee benefits and impacts on agency finances
- Prepare financial forecasts and projections to support long-term planning
- Identify trends, opportunities, and risks and provide insights and recommendations to improve financial performance
- Ensure compliance with tax regulations, financial laws, and industry standards
- Ensure compliance with relevant accounting standards
- Manage cash flow, including cash forecasting, monitoring receivables, and payables
- Optimize working capital to ensure liquidity for operational needs

#### **Financial Oversight**


- Day-to-day financial analysis, reporting, and oversight
  - Oversee and support the daily A/R and A/P functions
  - Ensure the integrity of the General Ledger and all transactions
  - Oversee all short / long term liabilities
  - Manage weekly cash flow analysis as prepared by Accounting Manager
  - Manage accounting team
  - Manage users and security within Advantage
- Develop internal reports and maintain financial reporting systems and procedures
  - Income Statement / Balance Sheet
  - Financial Dashboard
  - Profit Margin Summary
  - Projections reporting

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- Key Performance Indicators
  - Narrative of the monthly financial statements
  - Financial projections and benchmarking
    - Participation in monthly account projections meetings
    - Update projections and benchmarks based on changes
  - Partner with CEO on financial strategy
    - Meet regularly and as needed to support the financial goals of the agency
  - Maintain controls, relationships with financial institutions and other partners
    - The direct liaison with the VP/Loan Officer at Northfield Bank
      - Apply for and manage any bank loans and/or line of credit
      - Ensure that all covenants are met if applicable to the loan
    - Partner with our insurance broker at Castle Advisors
      - Annually review all insurance benefits inclusive of traditional and non-traditional benefits to include:
        - Healthcare
        - Dental / Vision
        - Short / Long term disability insurance
        - Key Man life insurance
    - Partner with Hickock and Boardman for general agency insurance
      - Annually review all insurance programs
        - General / Umbrella insurance
        - Workers Compensation
        - Professional Liability (Errors and Omissions)
    - Partner with Future Planning for the 401(k) Profit Sharing Plan
      - Complete census requirements as requested by Future Planning
      - Ensure that all participants meet the eligibility requirements
      - Review the annual filing of the tax documents
      - Review the Annual Report and complete all the requirements and recommendations noted within the report
    - Partner with the agency financial advisor at Morgan Stanley
      - Meet quarterly or twice a year to review the effectiveness of the plan
      - Make any changes as approved by the Trustees to the plan as needed
    - Partner with Gallagher Flynn (GFC) Accountants
      - Close out the year with the help of the internal team in preparation for the annual review
      - Oversee the annual review of the financial statements conducted in February of each year
      - Preparation of documents required for the annual review
      - Review and book all year end journal entries as prepared by GFC
      - Review and secure signatures on all corporate tax filings before submittal to the various entities
      - Make all year end tax payments as instructed by GFC

- Schedule all estimated payments as instructed by GFC and make payments by due dates
- Provide quarterly projections to GFC to determine partner distributions
- Census Reporting
  - Complete various online federal and state reporting
- Meetings and Trainings
  - Participate in online scheduled financial meetings with other Magnet agencies
  - Attend relevant workshops and webinars for finance and HR

## **HR Administration**

- Payroll
  - Administration and preparation of bi-weekly online payroll with Assure/PayData
  - Bi-weekly payroll journal entry
- Employee Onboarding
  - Offer letter preparation
  - Research candidate state of residence and any nuances to be aware of before hiring
  - Conduct background checks on all new employees
  - New hire orientation and onboarding
    - Paperwork review
    - Benefits review
    - Policies review
- Manage CTO calendars
- Register for out of state employees for withholding and unemployment if a new state we are currently not registered with
- Enrollment of employees in benefits
- Develop separation agreements
  - Ensuring that all state laws and regulations are followed as well as labor laws
  - Some separation agreements will need legal counsel depending on type of separation
- 401(k)
  - Manage enrollments for eligible employees
  - Process rollovers and distributions for previous employees
  - Make changes to employee's deferrals as requested
- Analyze trends in compensation and benefits; research and propose competitive base and incentive pay programs to ensure the organization attracts and retains top talent
  - Annual Magnet compensation survey
  - Network with other Magnet agencies
  - Research trends online in similar industry
  - Compensation benchmarking
  - Manage and update agency policies and handbook

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- Provide coaching, support and guidance to management, and all other staff when complex, specialized, and sensitive questions and issues arise
    - Partner with HR legal counsel at Downs Rachlin Martin for issues that need guidance as needed
  - Annual Kantola Harassment and Discrimination training as required by state
    - Currently Vermont and New York requirements

### **Legal**

- Support B Corp, and WBE applications and renewals as scheduled
  - WBENC, New York State, New York City, Port Authority of NY and NJ, California Clearinghouse
- Review client and vendor contracts
- File annual reports for all entities with the state of Vermont
- Maintain the corporate book, stocks, and records
- Maintain knowledge of and compliance with federal, state, and local employment laws and regulations, and recommended best practices; regularly review and update agency policies and practices to maintain compliance.

### **Leadership**

- Participate in KSV's leadership team to foster collaboration across teams and help enable the agency's short and long-term objectives.
- Manage and mentor direct report(s), providing structure and coaching for growth and development.

### **Qualifications**

- Bachelor's degree In Accounting or related field
- 5+ years' experience in business accounting, preferably in a small / medium service-based business, at a senior level
- Experience in an Accounting/Finance department within an agency setting is a bonus
- Strong analytical skills of financial data and ability to support broad responsibilities
- Ability to partner with agency leaders on a strategic level
- Exceptional problem-solving skills; critical thinker
- Excellent management and supervisory skills
- Proficient in Excel
- Organized, with high attention to detail and accuracy



## About KSV

KSV is certified BCorp and a women-owned and led collective of creative and strategic thinkers who are committed to a more sustainable existence. As part of our team you'll have the daily opportunity to be part of something bigger than just yourself, because everything we do is filled with a purpose. And that's enough to fill us up with all types of good stuff.

### Employee Benefits:

- 401k
- Health, dental, and vision coverage
- Parental leave
- Flexible PTO
- Paid holidays include the week between Christmas and New Year's Day, MLK Day, Memorial Day, Juneteenth, 4th of July, Labor Day, Thanksgiving and the following Friday
- Summer half-day Fridays
- Flexible work environment

KSV is a signer of the equal pay compact and is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, gender identity, sexual orientation, national origin, disability status, protected veteran status, or any other characteristic protected by law.



## KSV Values & Competencies

Competencies are observable and measurable skills and behaviors that contribute to workplace effectiveness and career success.

### Our Core Competencies

Core competencies are the ‘price of admission’ to being part of the KSV team and are expected of all team members regardless of role or seniority.

<b>Customer Focus</b>	Builds strong customer relationships and delivers customer-centric solutions.
<b>Decision Quality</b>	Makes good, informed, and timely decisions that keep the organization moving forward.
<b>Action Oriented</b>	Takes on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm.
<b>Drives Results</b>	Is focused on and consistently achieves results, even under tough circumstances.
<b>Collaborates</b>	Builds partnerships and works collaboratively with others to meet shared objectives.
<b>Values Differences</b>	Recognizes the value that different perspectives, life experiences, and cultures bring to an organization.
<b>Communicates Effectively</b>	Develops and delivers multi-mode communications that convey a clear understanding of the unique needs of different audiences.
<b>Instills Trust</b>	Gains the confidence and trust of others through honesty, integrity, and authenticity.
<b>Self Development</b>	Actively seeks new ways to grow and be challenged using both formal and informal development channels.
<b>Being Resilient</b>	Keep positive, stay calm under pressure, and believe there is a way forward, even when it can't be seen.



## Our Leadership Competencies

Leadership competencies define ‘what it means to be a leader’ at KSV and apply to the executive team, group leaders, and managers.

<b>Business Insight</b>	Applying knowledge of business and the marketplace to advance the organization’s goals.
<b>Cultivates Innovation</b>	Creating and encouraging new and better ways for the organization to be successful.
<b>Strategic Mindset</b>	Seeing ahead to future possibilities and translating them into breakthrough strategies.
<b>Resourcefulness</b>	Securing and deploying resources effectively and efficiently.
<b>Directs Work</b>	Providing direction, delegation, and removing obstacles to get work done.
<b>Ensuring Accountability</b>	Holding self and others accountable to meet commitments.
<b>Manages Conflict</b>	Handling conflict situations effectively, with minimum noise.
<b>Attracts Top Talent</b>	Attracting and selecting the best talent to meet current and future business needs.
<b>Drives Engagement</b>	Creating a climate where people are motivated to do their best to help the KSV achieve its objectives.
<b>Manages Ambiguity</b>	Operating effectively, even when things are not certain or the way forward is not clear.