



Assistant Controller Raleigh, NC

Do you believe every child deserves a chance? A chance free of neglect, abuse, and trauma.

Are you eager to apply your financial, analytical, and problem-solving skills to build the social, physical, emotional, and spiritual strengths of children, youth, and families in NC?

Are you the first Assistant Controller for Methodist Home for Children?

Why Methodist Home for Children?

Methodist Home for Children (MHC) provides safe, stable homes where children can thrive and live to their full potential. It is where children and their families are equipped to succeed and have the hope and the skills they need to build healthy, self-sufficient, and productive lives.

This is achieved through foster care, adoption, family preservation, early childhood education, juvenile justice work, and specialized services. Operating with a \$24M budget and \$24M endowment, MHC provides 25 unique services (4 statewide services exclusively provided by MHC), and more than 1,300 children and families receive sustaining care each year.

MHC's complex growth over the past 10 years requires increasing the strength and depth of the Financial Services team, which is comprised of a Vice President of Finance, Controller, General Ledger Accountant, two Accounts Payable members, an Accounts Receivable position, and now an Assistant Controller.

Want to know more? Visit Methodist Home for Children's website at www.mhfc.org.

What will you do as Methodist Home for Children's Assistant Controller?

Reporting to the Controller, the Assistant Controller is responsible for the preparation and analysis of internal and external financial reports and corporate filings.

- Coordinate month-end close process with department staff, oversee/prepare reconciliations and manage expense allocations.
- Prepare monthly financial statements including analysis of budget variances.
- Work closely with the Controller to facilitate, manage, and produce the agency's annual budget.
- Manage and prepare financial reports for contractors and grantors. Work with agency directors to modify personnel and other costs to meet contract budget goals.
- Provide reports and documents for the annual financial audit, single audit, IRS form 990 tax returns, and contractual monitoring reviews.

- Coordinate and ensure regulatory filings including IRS form 5500 for benefits plans are filed on a timely and accurate basis.
- Assist with preparation and analysis necessary for contract RFPs.
- Prepare various corporate filings including business property tax listings, charitable solicitation license renewals, and annual reports with the Secretary of State.
- Maintain financial records for Methodist Home for Children Foundation and MHC Real Estate, LLC.
- Manage corporate cash position and bank accounts.
- Perform other duties as assigned by the Controller.

Key lived experiences, attributes, and skillsets sought in the Assistant Controller

- Three to five years experience in public or private accounting
- Bachelor's degree in Accounting, and CPA, CGMA, CMA or comparable financial certification preferred
- General ledger systems experience (Sage Intacct preferred but not required)
- Familiarity with not-for-profit accounting. Understanding the complexity of grants, contracts, investments, and different lines of business a plus
- Strong technical, analytical, and problem-solving skills
- Detail orientation, organizational skills, and the ability to manage multiple priorities
- Effective interpersonal and communication skills (verbal and written) with an ability to translate numbers throughout the organization
- Proven leadership skills and ability to use discernment
- Supportive of Methodist Home for Children's mission and commitment to customer service

Think you are the next Methodist Home for Children Assistant Controller?

To apply, click on the link to the Assistant Controller position profile at

[ArmstrongMcGuire.com/jobs](https://armstrongmcguire.com/jobs). You will see instructions for uploading your compelling cover letter, resume, salary requirements, and professional references. Please provide all requested information to be considered. In case of any technical problems, contact **talent@armstrongmcguire.com**. No phone calls, please, and no applications will be accepted by email or directly from third-party posting sites.

Salary is commensurate with the requirements of the position with a range of \$85,000 to \$95,000. Benefits include medical, dental, vision, life, health savings account, flexible spending account, life insurance, short and long-term disability insurance, retirement plan, accrued vacation and sick time and 11 paid holidays. Position is subject to a credit history and background check. Must maintain a good credit history. Must be insurable by MHC's insurance carrier.

Methodist Home for Children does not discriminate against any person because of age, sex, race, color, religious creed, national origin, citizenship, military status, genetic information, handicap, or disability in determining suitability for employment, compensation, promotion, transfers, training, education, social and recreational programs, or termination.