



## POSITION TITLE: CONTROLLER

### **Organization:**

The Green Building Initiative (GBI) is a 501c3 not-for-profit organization whose mission is to accelerate the adoption of building practices that result in resource-efficient, healthier and environmentally sustainable buildings. We advance this mission through credible and practical green building approaches for more sustainable communities.

Our strategy for accomplishing our goals involves education and promotion on the use of GBI's Green Globes® building rating system for private commercial buildings and GBI's Guiding Principle Compliance® third-party assessment program for federal building sustainability requirements.

### **Programs:**

Our initiatives promote the use of GBI's Green Globes® building rating system for commercial buildings and GBI's Guiding Principles Compliance® third-party assessment program for achieving federal building sustainability requirements.

This third-party certification lowers risks for owners and ensures that both buildings and the teams who build and operate them are better able to achieve desired performance outcomes.

We measure our impact in achieving our mission in several ways, including growing the number of building owners that achieve certification of individual buildings, building projects, and portfolios of buildings.

### **How we are unique/work-at-home requirements:**

There are many unique attributes to GBI. Important to candidates for employment, we are a 100% virtual organization. Candidates must be able to work from home with the assurance of quiet and stability appropriate for a work environment.

Employee must provide own internet access and cell phone. Travel is required.

### **Responsibilities:**

#### **1. ACCOUNTS PAYABLE**

- Pay vendor invoices on a weekly basis by recording them in QuickBooks and uploading to Chase Bank bill pay system for President to approve.
- All manual checks will be signed by stamp with email approval of President.
- Respond to vendor requests.
- Complete vendor account set ups as necessary.

#### **2. ACCOUNTS RECEIVABLE**

- Monitor Salesforce for invoice requests.
- Create invoices and send them to clients.
  - Invoice creation twice a week except for urgent invoices which can be created the same day upon request.
  - Billing information will be obtained from Salesforce after entry by opportunity owner.
  - Copy of client invoice will be uploaded to Salesforce.
  - Update Salesforce with client invoice information
  - Record invoices in QuickBooks

- Support as needed monitoring of virtual mailbox (handled mostly by other staff)
- Make semi-monthly deposits or as needed if cash balance is low.
- Update Salesforce with client payment information
- Upload payment image into Salesforce
- Record payment in QuickBooks
- Same day processing of expedited payments upon request
- Notify key staff when membership money is received.
- Respond to billing questions from client.
- Complete client account receivable account set ups as necessary (handled mostly by other staff)
- Provide GBI's CS team a copy of Accounts Receivable Aging after monthly reconciliations.

### **3. MONTHLY FINANCIALS AND GENERAL LEDGER MAINTENANCE**

- Monthly reports will consist of Statement of Financial Position, Statement of Activities to Previous Year, Statement of Activities to Budget (or Updated Forecast), Monthly Statement of Activities, Cash Forecast, Quarterly Forecast, one page of visuals and Statement of Cash Flow if requested.
- Reconciliation of Deferred Revenue (Salesforce orders to general ledger to deferred revenue database) and reporting on Anticipated Recognized Revenue.
- Reconciliation of Statement of Financial Position accounts.
- Monthly journal entries to account for depreciation, amortization, insurance, prepaid rent, prepaid health benefits, payroll allocation, workers comp, prepaid ANSI dues, and deferred revenue.
- Bank account reconciliations and filing
- Issue reports by staff person for credit card reconciliations (mostly handled by other staff)
  - Oversee handling of expense reports for approval (mostly handled by other staff)
  - Monitor credit card balance and pay when needed.
- Monthly review of general ledger to spot discrepancies and/or errors.

### **4. PAYROLL**

- Monthly filing of payroll
- Make monthly 403(b) and all retirement employee contributions to Employee Fiduciary within 15 business days following the month in which these amounts would have been paid to an employee
- Handle payroll and PTO issues related to any personnel starting, ending, or otherwise needing to be addressed during employment (other staff administer personnel files)
- Maintain business licenses in the states where each employee resides and secure business licenses for new hires when required and link unemployment accounts up with Paychex.

### **5. ANNUAL SERVICES**

- Completion of annual 1099's
  - Filing of IRS 1096
  - Work with GBI's CPA to prepare for and complete audit field work.
  - Payroll reporting
  - Preparation of information for the 990
- Advance research and investigation of all insurance-related needs of the association, including ensuring annual renewals result in renewed insurance for each policy at the most cost-efficient rates possible that ensure enough risk mitigation for the association (other staff support and

liaison with insurance carriers also)

## **6. BUDGET PREPARATION**

- Work with President and Finance/Executive Committees to prepare annual budget.
  - Draft budget to be delivered to the Executive Committee by October 15th
  - Board of Directors will approve final budget by December 31st.
- Work with President to forecast on a quarterly basis and use forecast as basis for Actuals to Forecast statements after each quarter.

## **7. MEETING AND COMMUNICATION**

- Leads creation and execution of GBI Finance & Audit Committee meetings, works with Chair of Finance & Audit Committee as needed and in advance of Committee meetings.
  - Take minutes, seek review and approval of President, and distribute final draft version to committee members after each monthly call.
  - Provide financial representation to Executive Committee or Board of Director for meetings, as requested.
  - Communicate directly with GBI staff to gather information required to perform duties as outlined in this position description.

## **8. GB Initiative Canada Oversight**

- Coordinate as needed with staff handling oversight of GB Initiative Canada
- Coordinate annual audit of GB Initiative Canada as requested
- Communicate with Canada accounting firm to file appropriate province and federal taxes
- Communicate with Canada accounting and legal firm to ensure proper filings of government documents

## **9. OTHER DUTIES**

- Look for and create financial controls where necessary.
- Back up accounting system to GBI's server on a weekly basis.
- Back up all accounting information to GBI's server on a monthly basis.
- Maintain records of insurance policies such as D&O, General Business and Workers Comp.
- Maintain applications for state business licenses
- Oversee as needed or support other staff in maintaining employee health benefit plans such as health and dental.
- Create any monthly reports requested by senior staff or board members
- HR related support as requested from President, including assisting in employee reviews and any compliance with federal and state employment laws.
- Other duties as assigned by President.
- Maintain SAM registration to receive federal government contract payments.

### **Qualifications:**

- Extremely proficient in QuickBooks and Microsoft Excel
- Exceptional attention to detail and organization
- Strong problem solving, critical thinking, and analytical skills
- Comprehensive approach to systems development
- Proactive orientation with ability to anticipate potential issues
- Excellent writing skills



- Technical aptitude with strong computer literacy and proficiency with databases and cloud-based software
- Understanding of financial controls and data support required
- Strong database and Excel skills

**Experience:** 3-5 years managing accounting and finance operations for a mid-sized nonprofit. Experience managing vendors, staff, project management staff highly preferred. Experience in all aspects of business operations including financial controls helpful.

**Education:** Bachelor's degree required.