



FOR PUBLIC DISTRIBUTION

CONTROLLER

Position	Controller
Level	Professional
Status	Full Time
Department	Finance and Operations
Location	Norwalk, CT

SeriousFun Children's Network, founded by Paul Newman, is a growing global community of independently managed and financed camps and programs, which have come together with a common purpose – to provide transformative experiences to children with serious illnesses and their families, free of charge. Through our 30 camps and programs around the world, SeriousFun reaches more than 150,000 children and families annually. Learn more at www.seriousfun.org

About us: The SeriousFun Support Center is located in East Norwalk CT. Our team of 30 staff members provides support services to SeriousFun camps and partner programs around the world in order to ensure program and operational excellence, create awareness for the camps worldwide, and foster the continued growth of the Network as a whole.

SeriousFun is committed to fostering and ensuring a culture and environment that values the experiences, knowledge, and voices of all those who work to carry out our mission. We are continually focused on bringing our core principles of diversity, equity, and inclusion to life by embracing individual talents and experiences and encouraging ongoing learning and understanding.

The purpose of our job posting is to provide an overview of the responsibilities and qualifications needed for this role and what it's like to work with us. If this sounds like the work you would like to do - and if we sound like a non-profit that you would like to work for - then please apply even if you don't match 100% of the job description.

This position may be perfect for you if:

You have and are able to demonstrate strong accounting and analytical skills, logical approaches to problem-solving, the ability to multi-task and manage time efficiently and effectively, professional communication skills and good judgement, and a desire and ability to take initiative, while successfully contributing to a collegial group environment. You are a critical thinker who regularly identifies finance-related issues, and then guides and oversees the implementation of business process improvements to address those issues.

Department and Position Overview

Reporting to the Chief Financial Officer, the Controller has day-to-day management and oversight responsibility for the organization's finance functions. The Controller is responsible for ensuring that all financial work products within their area of responsibility are of high quality and delivered on time. The Controller coordinates and collaborates on all work efforts with their counterparts in other Support Center departments, as needed, and also works closely with both the CFO and Senior Human Resources Manager to ensure smooth operations of the department overall. The Controller regularly corresponds with counterpart Finance Directors and CFO's at SeriousFun member camps to support them in their work and to provide information regarding reporting requirements and financial contributions from the Support Center.

Essential Responsibilities

- Oversee and administer day-to-day financial operations of accounts payable, accounts receivable, and internal controls, including ongoing management and analysis of vendor records and costs.
- Manage, mentor and coach Finance Associate to ensure their ongoing professional growth, as well as to increase finance team capacity and value-add to the organization.
- Manage day-to-day, periodic and year-end accounting and financial reporting functions and operations, including annual audits, financial statements and tax filings, for SeriousFun Children's Network, Inc., as well as its related entities.
- Ensure compliance with all finance-related requirements and legislation, and contribute additional efforts to ensure best practices.
- Working with the CFO, as well as other Support Center departments when applicable, perform the operational lead role in all budgeting, planning and analysis activities.
- Partner with Support Center executive leadership and other Directors to identify, implement and operationalize strategies to best lead and guide the organization.
- Support CFO in member camp Network Finance Peer Group interactions and exchanges
- Support CFO by designing and implementing new and revised financial practices, objectives, and systems, including helping to guide the organization's financial policies and procedures.
- Keep up-to-date with and report on nonprofit best practices to CFO, CEO and relevant departments.

Key Competencies

- Job-Specific Skills, Knowledge and Ability: Demonstrating the application of job-specific technical skills, general knowledge, and/or abilities to add value.
- Authority and Accountability
- Critical Thinking and Decision Making
- Planning and Organizing
- Interpersonal Skills
- Adaptability
- Leadership
- Management

Minimum Qualifications

- Bachelor's Degree (e.g. BA, BS) or equivalent
- Certified Public Accountant (CPA)
- Years of Relevant Work Experience: 5-7 years
- Excellent written and verbal communication skills.
- Advanced level expertise in Blackbaud's Financial Edge or similar data management system.

Preferred Experience and Skills

- Experience with non-profit fund accounting
- Master's degree in finance, business and/or related field(s)
- Experience in working in NGOs or other non-profit organizations.

Company Culture, Perks and Benefits – please read about **Our Focus** [here](#) to get a sense of what’s important to us.

- Fun, respectful, and collaborative environment
- Professional Development opportunities (online and company facilitated offerings)
- Respect for your non-working time - unless under special circumstances, we limit contacting staff on evenings and weekends.
- 30+ paid days off for you to enjoy as you see fit, including vacation days, holidays, and opportunities to volunteer at a SeriousFun camp.
- Paid time off for family, medical, and civic service needs.
- Company sponsored 403b retirement plan with employer contributions after one year of continued service.
- New office located in a fully renovated mixed-used building with great onsite (free) amenities.
- Steps away from the East Norwalk train station

Benefits are subject to change. Compensation is commensurate with experience and relevant labor market comparisons.

To apply for this position, please submit your resume, cover letter and complete an application here:

<https://form.jotform.com/humanresources620/Controller>