

Admiral Nimitz Foundation

Job Description - Controller

The position of Controller is a full-time position responsible for the organization's complete finances, financial reporting, and human resources activities. The controller interacts with all staff members, THC employees, ANF President, and the ANF Board in general, and the Audit Committee in particular. The Controller reports to the President and CEO.

The Controller:

1. Maintains all accounting and reporting functions in accordance with generally accepted accounting principles utilizing Quickbooks accounting software and prepares monthly financial statements
2. Handles all income and accounts payable.
3. Prepares and distributes payroll and maintains all personnel files. Files all required Federal quarterly and annual payroll reports. (Forms 941 & W2).
4. Serves as Plan Administrator for ANF 403(b) 7) deferred compensation plan.
5. Manages placement of all insurance coverage including employee medical, property, and liability.
6. Prepares the annual budget in collaboration with management.
7. Supports all financial activities of the Museum and Foundation as required.
8. Prepares work papers associated with annual audit as prescribed by outside auditors and assists auditors throughout the audit process.
9. Prepares annual Income Tax Returns (Form 990 and Form 990T)

The ideal candidate should possess:

1. Bachelor's degree in accounting, Certified Public Accountant preferred.
2. Seven to ten years of experience in a full charge accounting office with non-profit experience preferred.
3. Strong interpersonal, supervision, administration, and management skills.
4. Advanced computer skills with experience in General Ledger software and Microsoft Office.

Please send cover letter and resume along with salary requirements to Patt Vaughan, Executive Assistant, at vaughan@nimitzfoundation.org. No phone calls, please.