



## CONTROLLER JOB DESCRIPTION

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JOB TITLE: Controller  
DEPARTMENT: Finance and Operations  
REPORTS TO: Vice President of Marketing and Operations

STATUS: Part-Time or Full-Time (Flexible for the right candidate)  
CLASSIFICATION: Exempt  
WORK HOURS: 24-40, Monday-Friday

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### ABOUT TREEHOUSE

TreeHouse is a faith-based, non-profit organization offering hope, guidance and life transformation to hurting teens and families during difficult times. The vision of TreeHouse is to reach every vulnerable teen so they are loved, feel hope and realize life transformation. TreeHouse staff are grounded in the core values of GRACE (Growth, Relationships, Authenticity, Community, Empowerment) that determine how we build relationships with donors, partners, volunteers, fellow staff and teens. TreeHouse is based in Minneapolis/St Paul and is growing to lead the nation in helping at-risk teens.

### GENERAL TREEHOUSE STAFF REQUIREMENT

By God's grace, TreeHouse staff live out Christian faith and values in ways that are consistent with the teachings of Scripture and by participating in a fellowship of believers for spiritual enrichment, encouragement, support and accountability.

### JOB SUMMARY

The Controller maximizes return on financial assets by enforcing financial policies, procedures, controls, and reporting systems. Implement best practices in non-profit accounting. Compile, analyze, summarize and provide accounting and business management reporting. Supervise accounting team.

### ESSENTIAL JOB FUNCTIONS

- Ensure strong financial team results by coaching, developing, and providing timely feedback to team members
- Guide financial decisions by establishing, monitoring, and enforcing policies and procedures
- Protect assets by establishing, monitoring, and enforcing internal controls
- Monitor and confirm financial condition by conducting audits; providing information to external auditors to VP of Marketing and Operations
- Maximize return, and limit risks on cash by minimizing and managing bank and cash balances; making investments
- Prepare budgets by establishing schedules; collecting, analyzing, and consolidating financial data; recommending plans
- Achieve budget objectives by scheduling expenditures; analyzing variances; initiating corrective actions
- Provide status of financial condition by collecting, interpreting, and reporting financial data
- Coordinate the auditing and budgeting processes
- Prepare special reports by collecting, analyzing, and summarizing information and trends
- Comply with federal, state, and local legal requirements by studying existing and new legislation; anticipating future legislation; enforcing adherence to requirements; filing financial reports; advising management on needed actions
- Maintain financial staff by recruiting, selecting, orienting, and training employees

- Protect operations by keeping financial information and plans confidential
- Perform other duties and responsibilities as assigned

## **QUALIFICATIONS**

- Mature faith in Jesus Christ which is compatible with the TreeHouse statement of faith and philosophy of ministry
- Commitment to the Vision, Mission, and Core Values of TreeHouse
- Minimum of 5 years of senior accounting experience
- Nonprofit accounting experience
- Demonstrated strengths in managing processes, coordinating audits, developing budgets, and tracking budget expenses
- Raisers Edge/Financial Edge and/or nonprofit Salesforce experience preferred
- Strong interpersonal skills; ability to work with individuals at all levels of the organization
- Self-motivated with ability to meet deadlines independently and as part of a team
- Ability to forge positive working relationships with a wide variety of people
- Desire to continue learning and improving skill sets
- Excellent written and verbal communication skills
- Sound judgment and confidentiality