



TREEHOUSE

UNLEASHING HOPE IN TEENS EVERYWHERE

CONTROLLER (PART-TIME / FRACTIONAL)

DEPARTMENT: Finance

REPORTS TO: President & CEO

LOCATION: Program & Training Center / PTC – St. Louis Park, MN

STATUS: PART Time (20 hours per week)

CLASSIFICATION: Exempt

WORK HOURS: Monday - Friday (8:30 am – 5:00 pm) Flexible hybrid work schedule with the option to work up to two days from home and a minimum of three days in the office. Must have flexibility to attend company events and activities.

BENEFITS: Competitive benefit package and professional development opportunities

ABOUT TREEHOUSE

TreeHouse is on a mission to unleash hope in teens everywhere. Through safe, grace-based environments and one-to-one mentoring, teens build resiliency, form healthy relationships, establish positive coping skills, and actively plan for their futures. Transformation happens from the inside out as teens come to believe they are lovable, capable, and worthwhile. Our vision is for every teen to be rooted in the living hope of Jesus—unleashing untold potential in themselves and their communities.

TreeHouse culture includes a strong commitment to intercultural ministry, and staff are grounded in our core values (Christ-Centered, Relational, Cultivate, Resilient, Driven and Multi-Cultural). These things determine how we build healthy relationships with diverse populations of teens, alumni, donors, colleagues, volunteers, network sites, and the general public. TreeHouse is growing to lead the nation as a training and equipping organization in the area of mental health informed youth ministry.

TreeHouse values diversity in the workplace, we take pride in hiring a variety of candidates.

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 (Part-Time / Fractional) will be responsible for managing the Finance team, monitoring organizational financial data, overseeing payroll functions and coordinating the annual audit and budget. The ideal candidate should have excellent leadership and communication skills with strong attention to detail. The ideal candidate should possess 5+ years of accounting experience,

empathetical prowess and big picture mindset of systems and processes. They must be able to take a cross-functional approach to problem solving.

ESSENTIAL JOB FUNCTIONS

- Direct the planning, development, and administration of sound accounting policies and practices, as well as effective reporting procedures
- Monitor organization financial data; oversee timely and reliable financial reports for management planning and decision-making; take action when required, or recommend action to others, as appropriate; assure that established systems, procedures, and internal controls provide adequate accounting control over assets, operations and costs
- Collaborate with Human Resources to oversee payroll functions and approve bi-weekly payroll register
- Coordinate and direct preparation of TreeHouse operating budgets and financial forecasts
- Coordinate annual audit activities with outside auditors and ensure that proper, timely filings of audited financial information and tax returns are furnished and filed with outside parties and/or regulatory agencies
- Prepare, oversee and review monthly closings and financial report preparation
- Participate in TreeHouse internal and external events by establishing systems and controls such as: processing all credit card sales, reconciling all receipts
- Must have the knowledge and understanding to explain and present monthly financial statements and updates to Senior Leaders and other invested parties and stakeholders
- Act as the organization liaison for banking and other business relationships that pertain to accounting
- Hire, develop, motivate, evaluate, and retain the staff that this position oversees
- Oversee all monthly, quarterly and annual state and regulatory filings
- Collaborate with the President & CEO in maintaining a sustainable financial model for TreeHouse that aligns with the strategic plan
- Work directly with the President & CEO to ensure organizational development and growth according to the strategic plan
- Keep President & CEO informed of all matters of major importance; initiate or recommend any action deemed necessary
- Perform other duties and responsibilities as assigned by President & CEO

QUALIFICATIONS

- Mature faith in Jesus Christ which is compatible with the TreeHouse statement of faith and philosophy of ministry
- Must have a Bachelor degree or higher in Accounting, Finance or a similar related field
- Must have 10+ years of employment experience within a mid-size non-profit organization or company with accounting responsibilities or in a role such as Accounting Manager, Accountant, Controller, Risk Management or Financial Analyst. Other similar roles will be considered.
- Minimum of five years senior-level supervisory experience, managing staff and teams, experience with developing staff
- Must have proven leadership skills; having the ability to work easily and effectively with a wide range of people, collective problem solving, communication and conflict resolution
- Must be able to prepare financial, income, profit and loss statements, must be able to run different financial analysis and construct data points for varying scenarios
- Must have above-average technical skills in Microsoft Office products (Excel, Word) and Gmail Suite (Google Docs & Google Drive)

- Keenly interested and experienced in developing people
- Highly skilled at project management, ability to manage multiple projects and responsibilities at once; ability to meet deadlines, must be solution driven
- Demonstrated ability to build rapport and work with President & CEO, Development staff, Board of Directors, and strategic partners; participate in a high-level capacity to organize external events and fundraising efforts
- Commitment to the Vision, Mission, and Core Values of TreeHouse
- Strong interpersonal skills (emotional intelligence) and the ability to be highly adaptable, forging positive working relationships with a wide variety of people in a non-profit environment
- Ability to manage changing priorities with a positive, collaborative attitude
- Self-motivated with ability to meet deadlines independently and as part of a team
- Excellent written and verbal communication skills
- Sound judgment and understanding of confidentiality

PREFERRED

- Knowledge of Salesforce, Accounting Seed and StrongPay
- Knowledge of EOS model

COMPENSATION

- This part-time-20 hour per week, salaried position pays between \$35,000 and \$50,000 annually depending on experience and qualifications. TreeHouse's comprehensive benefits package for full-time employees includes; medical, dental, vision, life insurance, short-term and long-term disability, retirement plan, paid time off and employee assistance program.

If you are interested in applying for this position, please visit; www.TreeHouseHope.org/careers
Position is open until filled.