



Bean's Cafe, Inc.

DRAFT Job Description

Job Title: Controller	Employment Status: On-Site, Full Time
Department: Finance	FLSA Status: Exempt
Report to: CEO	Location : On-Site
Salary: \$75,000 - \$85,000	Benefits : medical, vision, dental, 401(k), and Holiday pay

About Us:

We are a well-established nonprofit organization focused on addressing community needs and creating meaningful opportunities for individuals working to rebuild their lives. Our programs are designed to promote stability, growth, and long-term success.

Position Overview:

We're looking for an accounting professional who thrives in a fast-paced environment. This role will provide hands on support of our financial operations, ensure accuracy and compliance, and develop systems that support long-term organizational strength and sustainability.

Key Responsibilities:

- Provide hands on support for finance team.
- Complete month end and year end close activities, including posting journal entries and accruals.
- Manage yearly audits for organization and provide strategic and actionable corrections based on findings.
- Ensure finance records are maintained and stored appropriately.
- Create and update procedures to ensure audit ready status. Responsible for ensuring proper internal controls are followed.
- Assist in updating and refining financial policies.
- Provide supervision for hourly staff members.
- Provide on-site onboarding support to Human Resources.
- Other duties as assigned.

Required Qualifications:

- Bachelor's degree in accounting, finance, or related field.
- Minimum five years progressive accounting experience; including at least one in a supervisory role.
- Ability to work independently, meet deadlines, and problem-solve.
- Ability to handle sensitive information.
- Highly proficient using QuickBooks Online.
- Excellent communication skills, both written and verbal.
- Excellent organizational skills.
- Willingness and ability to work outside normal business hours as needed. This may include some Holidays and/or weekends.
- Satisfactory completion of background and credit checks.

Preferred Qualifications:

- Fund accounting a plus