

Division/Department:	Operations & Finance	
Location:	600 Grant Street #525, Denver, CO 80203	
Job Title:	Controller	FTE Status: 1.0
Reports to:	Associate Executive Director of Operations & Finance	Start date: ASAP

**JOB PURPOSE/SUMMARY**

**About PEBC:** Public Education & Business Coalition (PEBC) is a 36-year old national non-profit organization based in Denver Colorado that prepares and supports educators across the continuum of their careers, from the time they enter the teaching profession, through their highest levels of practice and leadership. Our staff of education experts works directly with teachers, school leaders and administrators throughout Colorado and nationwide, to provide professional learning that cultivates highly effective K-12 educators to elevate student growth and achievement.

**Job Summary:** PEBC is in search of a self-directed Controller to oversee all finance and accounting activities, including accounts receivable, accounts payable, payroll, and prepare the financial statements, annual budget, and forecasts. This is an exciting opportunity for a professional who thrives in a busy workplace and is well-versed in working closely with both programmatic and administrative team members.

**DUTIES & RESPONSIBILITIES**

- Monitor the financial performance of the company including Accounts Payable, Account Receivable, Payroll, and Billing.
- Compile monthly financial reporting packages and timely dashboards for various stakeholders.
- Prepare annual operating budgets and quarterly forecasts.
- Develop and manage adherence to internal controls.
- Prepare customized reports as needed by senior management.
- Compile materials and prepare schedules for annual audit.
- Supervise work of Accounting Manager.
- Ensure compliance with state and federal regulations as they pertain to accounting and grant funding.
- Manage banking relationships and functions including account reconciliations.

## SKILLS:

- Bachelor's degree in Accounting or Finance required, MA preferred, CPA highly desirable.
- Minimum 5 years of accounting experience in a senior accounting role.
- Nonprofit accounting experience is preferred. Familiarity with OMB Circulars is preferred.
- Extensive experience leading annual audits, enforcing internal controls and implementing best practices.
- Experience creating financial reports and dashboards for various stakeholders.
- Strong communication skills and ability to connect with personnel at varying levels.

## COMPENSATION

- \$75,000 - \$90,000
- Commensurate with experience
- Paid vacation and sick time
- Health and retirement benefits

## ANTI-DISCRIMINATION POLICY

PEBC is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, religion, national origin, disability, pregnancy status, military status, genetic information, or any other status protected by applicable state or local law.

## APPLICATION INSTRUCTIONS

To apply please send a cover letter and resume to [jobs@pebc.org](mailto:jobs@pebc.org) with Controller listed in the subject line. No phone calls please.