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| The NBOME seeks a Controller to manage accounting activities in accordance with organizational policies and procedures, reporting directly to the VP of Finance/CFO. This role will have oversight of all accounting operations, financial reporting, payroll and internal controls.  |

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| LOCATION: CHICAGO OFFICE DEPARTMENT: FINANCE |
| Responsibilities:* Maintenance and accuracy of the general ledger, balance sheet account reconciliations, billing, credit and collections, accounts receivable, cash disbursements, accounts payable and payroll.
* Month-end close process and related journal entries along with the preparation of monthly, quarterly and year-end financial statements, presentations and analysis.
* Oversee department staff to ensure proper maintenance of all accounting systems and function; supervise and lead accounting and finance staff.
* Oversight of all accounting activities to ensure accuracy and full compliance with appropriate GAAP standards and regulatory requirements.
* Manage and act as liaison with external auditors for year-end audits and tax returns preparation.
* Ensure compliance of industry best practices for accounting policies
* Assist VP of Finance/CFO in annual budgeting process. Analysis of financial results, develop strategic recommendations.
* Assist with cash flow planning and ensure availability of funds as needed

Qualifications:* Bachelor’s Degree in Accounting or Finance; Master’s In Accounting (MSA) and /or CPA preferred
* 7+ years of progressive work experience in Accounting; 5+ years management experience
* Nonprofit experience preferred
* Good written and oral communication skills
* Strong technical skills with an emphasis on Excel and accounting software systems
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| **POSITION STATUS: FULL-TIME REGULAR EXEMPT** |

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| **To Apply:**Please submit a resume summarizing your qualifications to Human Resources by email at HRadmin@nbome.org. **NBOME is an E-Verify participant**. The NBOME is an Equal Opportunity Employer that complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. Applicants must be legally eligible to work in the United States. |
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