JOB ANNOUNCEMENT - CONTROLLER

May 29, 2020

Legal Action of Wisconsin, Inc. is seeking a Controller who will oversee various non-legal management aspects of the firm with specific emphasis on accounting, audit and grants administration/reporting matters. The position is located at the administrative office, currently located at 411 East Wisconsin Ave, Floor 23, Milwaukee, WI. The position reports to the firm's Chief Financial Officer.

LEGAL ACTION OF WISCONSIN, INC.

Legal Action of Wisconsin is a vibrant, growing non-profit organization funded by the federal Legal Services Corporation, the Wisconsin Trust Account Foundation, and other sources. Legal Action provides free legal aid to about 13,500 low-income persons annually in the southern 39 counties of Wisconsin with offices in Milwaukee, Madison, Racine, Oshkosh, Green Bay, and La Crosse. In addition, Legal Action operates a statewide farmworkers' project. Legal Action attorneys have expertise in a range of substantive areas, but most of our work is in the areas of housing, public benefits, removing barriers to employment, and family law. Legal Action currently has a staff of 125 employees and an annual budget of $12 million. For additional information, please see the firm's website at www.legalaction.org.

KEY RESPONSIBILITIES

- Planning, Directing, and Managing all accounting operational functions including but not limited to:
  - the daily operations of the department;
  - the accounting systems (i.e. Abila MIP, Ariett, Orbit and Martus);
  - managing the accumulation and consolidation of all financial data necessary for accurate and timely accounting by ensuring accuracy in the general ledger and of accounts payable, payroll, cash receipts, accounts receivable, banking, physical inventory, trust accounting, insurance, leave tracking. Responsibility for the chart of accounts;
  - ensuring timely reconciliations are completed for all balance sheet accounts;
  - coordinate the preparation of the 990 completion with the outside accounting firm;
  - coordinating and preparing internal and external financial statements each month by the 15th of the following month;
  - provide management, including the CFO, with information vital to the organization’s decision-making process;
  - the operations of the grant reporting systems including preparation of funding source financial statements and client service reports using the Case Reporting System (Legal Server), Other Services Reports (OSR), and timekeeping systems;
  - responsible for overseeing the preparation and monitoring of grant budgets;
assisting the CFO with the annual organization budget process and maintaining the budget in Martus;
prepare or oversee the preparation of the annual audit work papers and is the staff contact for the independent auditors’ field work;
ensure appropriate accounting internal controls and record retention systems are maintained by the organization;
provides leadership in the organization's maintenance of compliance with applicable federal and state laws, grant regulations and policies;
will be responsible to maintain and upgrade, as needed, the accounting software system with the technical assistance of the firm's Information and Technology Manager;
maintains physical inventory by managing the physical inventory process;
maintain the accounting procedures manual;
evaluating the effectiveness of the accounting software and supporting databases, as needed;
develop and monitor business performance metrics working closely with the CFO;
hire, train, and supervise full-time skilled accounting staff and other temporary clerical staff who assist with the position's duties.

OTHER DUTIES

Initially, the Controller will need to implement significant departmental process improvement and internal control processes and workflows to strengthen the department; a corresponding policy and procedure update will need to follow. The Controller may also be assigned by the Chief Financial Officer various budget, procurement, fringe benefit, pension and office management responsibilities. The Controller will also be expected to perform other duties related to the administration of the program which are related to the non-legal work of the firm.

QUALIFICATIONS

Controllers must have solid communication, technology, analytical, process improvement and management skills as described below in further detail:

Applicants must have at least three years of progressive accounting/grants experience. A Bachelor’s or Master’s degree in accounting is required. Applicants who have a master’s degree in business administration (MBA) or professional accreditation such as certified public accountant (CPA), certified management accountant (CMA) or chartered global management accountant (CGMA) or working towards this license/certification/diploma is preferred. Prior experience in the direct supervision of accounting staff is preferred. Applicants will be expected to demonstrate an advanced understanding of generally accepted accounting principles. Applicant must also have knowledge of or be willing to acquire knowledge of government/non-profit accounting, procurement, tax, grant and auditing standards. Applicants must have strong database, word processing, and accounting software skills; advanced Excel skills are required. Prior experience with Abila MIP accounting software, Ariett accounts payable & expense software, Access database software, and Orbit payroll services, helpful.
Because this position balances a variety of responsibilities, the position requires a high degree of flexibility, a professional attitude, significant initiative and attention to detail. Applicant must be able to handle confidential information in a professional manner plus have unimpeachable integrity and creditability in personal and professional ethics. Applicants should be able to work harmoniously with others and possess the ability to accept increasingly more responsible assignments. Minorities and women are encouraged to apply. Applicants must be able to communicate both orally and in writing in a clear and concise manner. Ability to regularly travel to Legal Action’s offices, and statewide and nationally occasionally.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

SALARY AND FRINGE BENEFITS

The salary for the Controller position is competitive and increases depending on experience and qualifications. Position includes full fringe benefit package which currently includes health, dental, life and long-term disability insurance, a retirement plan, plus four weeks of vacation leave per year. The terms and conditions of the employment are subject to unilateral change at any time by the Legal Action of Wisconsin Board of Directors and management staff. The FLSA exempt position is governed by the Legal Action of Wisconsin, Inc. Personnel Policies. As with any Legal Action position, there is no guaranteed period of employment and employment is "at will", subject to termination at any time.

HOW TO APPLY

Email applications are preferred and strongly encouraged. When using email, use PDF formatting for all attachments.

Interested applicants should submit the following to tms@legalaction.org:

1. A cover letter expressing interest in the position;

2. A full resume describing experience, qualifications, education and abilities;
3. The names of and contact information for at least three professional references, and if necessary, hard copies may be sent to:

Ms. Tanya M. Stamps
Legal Action of Wisconsin, Inc.
230 West Wells Street, Room 800
Milwaukee, Wisconsin 53203

Deadline to Apply: This position will be open until filled but we will review applicants on a rolling basis. To assure early consideration, please submit application materials as soon as possible and no later than 5 p.m. on June 10, 2020.

Legal Action of Wisconsin, Inc. is an Equal Opportunity/Affirmative Action employer.