Position: Senior Controller

Reporting to: Executive Director of the Monroe Institute

Location: Faber, Virginia; Remote work available

About the Monroe Institute:

The Monroe Institute (MI) is a non-profit organization with a goal of achieving the global awakening of human consciousness. To achieve this goal, we offer self taught online courses, fully guided weeklong online courses and week-long residential courses in two facilities on our campus in Faber, Virginia, USA. In addition, we offer, over 100 off-campus programs throughout the U.S., Europe, Latin America and Asia. The Monroe Institute uses a sound technology called Monroe Sound Science that was founded on audio technologies created by Robert Monroe more than 40 years ago. The audio technology has evolved to include more than 50 different techniques to inspire unique experiences. MI also conducts research to prove the technology works and understand how it works. We are also in a significant growth phase as we launch the MI mobile application called Expand globally.

Job Summary:

- Possess a strategic mindset to contribute to the development of Monroe Institute as we plan to expand globally.
- Develop strong relationships with the senior leadership team and all team members across the organization to provide financial management support.
- Maintain an understanding of laws and regulations pertaining to a non-profit in the State of Virginia. Comply with local, state, and federal government reporting requirements and tax filings.
- Prepare, analyze and present financial reports in an accurate and timely manner. Clearly communicate monthly and annual financial statements to the Board of Directors, Executive Director/President and senior leadership.
- Develop, implement, and update policies for internal controls, accounting standards and procedures.
- In coordination with the senior leadership team create a yearly budget and assist the Executive Director to obtain approval from the Board of Directors.
- Oversee credit card processes, including balance availability, limit increases, fraudulent activity, issues and/or problems.
- Ensure acceptable cash balances in each bank account and make transfers as needed.
- Perform the accounts payable function using Quick Books which consists of coding expenses to the correct accounts and processing checks to pay vendors.
- Reconcile all bank and investment statements monthly.
- Reconcile the unearned revenue account and prepare the earned revenue journal entry monthly.
- Prepare all journal entries for input into the general ledger.
- Manage the annual financial audit and 990 tax process.
• Responsible for preparing year-end supporting schedules consisting of the fixed assets, depreciation, and amortization schedule, yearly physical inventory valuation reports, and Balance Sheet supporting schedules as requested by the independent accounting firm.

• Manage monthly payroll entries and adjustments, salary allocations, and payroll benefits, taxes are complete and accurate.

• Responsible for assisting in the counting of the yearly physical store inventory.

• Prepare and distribute non-employee compensation 1099 forms to the independent contractors, and the 1096 form to the IRS.

• Prepare state charitable registration.

• Responsible for coordinating and directing the yearly Workers Compensation Audit.

• Review budget variances and report significant issues to management.

• Assist in grant reporting and provide information and backup documentation as needed for the development team.

• Ensure maximum benefit and appropriate spending for restricted funds.

• Oversee the investment advisors that manage the portfolio in accordance with the investment policies.

Qualifications:

• Bachelor’s degree in Finance or Accounting required; MBA and/or CPA strongly preferred.

• Must have at least ten years of hands-on general accounting experience, budget preparation, month-end and year-end closing experience.

• Strong QuickBooks and Microsoft Excel experience.

• Strong analytical, problem solving and multi-tasking skills.

• Ability to meet deadlines.

• Have a mindset of constant improvements.

Salary: To be negotiated. Send your salary expectations with your resume.

If you are interested in being considered for the Senior Controller position, please submit your resume along with a list of four references to careers@monroeinstitute.org and we will be in touch.

Thank you for your interest!