



Controller

Morris County, NJ

Pay: \$90,000 – \$110,000/year

Status: Full-Time

Location: Morris County, NJ

ABOUT ArcMorris

ArcMorris is a nonprofit human services organization that has supported individuals with intellectual and developmental disabilities in Morris County, NJ, for over 70 years. Our mission is to empower people with intellectual and developmental disabilities to make meaningful choices, live independently, and thrive in their communities.

Position Overview

The Controller is a senior management position supporting key functions across the Finance, Accounting, and Payroll units of ArcMorris. Reporting to the Director of Finance, this role is responsible for managing daily accounting operations, enforcing financial policies and procedures in accordance with GAAP, and maintaining the organization's financial integrity.

The Controller oversees general accounting, investment accounting, tax compliance, budgeting, financial reporting, banking, payroll, benefits processing, and internal controls. This role also ensures compliance with Department of Developmental Disabilities (DDD) guidelines and plays a key leadership role in strengthening financial systems and supporting executive decision-making.

Key Responsibilities (include but are not limited to):

General Accounting & Reporting

- Develop and enforce GAAP-based accounting policies and procedures
- Prepare financial statements and present findings to leadership
- Maintain general ledger, post journal entries, and reconcile accounts
- Manage chart of accounts, vendor records, and financial reporting systems
- Ensure accuracy of invoices, grants, and cash receipts



- Evaluate internal controls and accounting systems
- Consolidate financial data for organizational reporting

Investment Accounting

- Record investment activity and reconcile balances with custodial banks
- Process capital calls and distributions
- Report investment activity to the Finance Committee

Audit & Tax Compliance

- Assist with IRS filings (990PF, 990T, CT-13)
- Prepare 1099 and 1096 forms
- Support annual audits with schedules and documentation
- Maintain knowledge of regulatory and tax requirements

Budgeting

- Assist in preparing annual operating and capital budgets
- Develop cash flow projections
- Conduct budget vs. actual analysis and variance reporting
- Manage overall budgeting process

Banking

- Reconcile bank accounts, including petty cash and custodial accounts
- Ensure compliance with banking policies
- Initiate fund transfers as needed

Processing

- Reconcile records to IRS Form 5500
- Manage Section 457(b) transfers
- Reconcile payroll tax filings

Additional Responsibilities

- Train and support accounting staff
- Maintain financial records and contracts
- Assist with financial reviews and reporting
- Develop and monitor performance metrics
- Complete industry surveys and special projects
- Perform other duties as assigned

Qualifications:



- Bachelor's degree in Accounting required; CPA preferred
 - Minimum 5 years of accounting experience in nonprofit, foundation, or public charity setting
 - Strong knowledge of nonprofit GAAP required
 - Familiarity with DDD guidelines preferred
 - Proficiency in accounting systems and Microsoft Office (Excel required)
 - Experience with Great Plains preferred
 - Strong organizational, analytical, and leadership skills
 - Ability to work independently, meet deadlines, and manage competing priorities
 - Excellent written and verbal communication skills
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Benefits include:

- 100% Employer-Paid Medical, Dental & Vision (single coverage after 90 days)
 - Employer-Paid Life Insurance
 - Supplemental Insurance (disability, accident, critical illness)
 - Legal Insurance (50% employer-covered)
 - Employee Assistance Program (24/7 support)
 - 403(b) Retirement Plan (up to 8% employer contribution after 1 year)
 - Paid Time Off (vacation, sick, personal, holidays)
 - Birthday Day Off (after 4 years of service)
 - Flexible Spending Account (medical & dependent care)
 - Training & Tuition Assistance
 - Mileage & Meal Reimbursement
 - Direct Deposit
 - Employee Recognition Programs
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Gene C. Rossi, Recruiter – ArcMorris

Phone: (973) 326-9750 x244

Email: Gene.Rossi@arcmorris.org

APPLY NOW!