

NATIONAL CUTTING HORSE ASSOCIATION

Controller

Established in 1946, the National Cutting Horse Association is a nonprofit organization headquartered in Fort Worth, Texas with approximately 16,000 members. The association produces 6 world-class shows annually, and sanctions over 2,000 affiliate produced shows in five countries. Financially sound, the association boasts an annual operating budget in excess of 25 million with no debt.

POSITION:

This position is primarily responsible for overseeing the organization's financials and accounting practices. The Controller will report directly to the Executive Director. The Controller will be involved in supporting presentations to the finance committee and executive committee and work closely with the ED and the directors of the association.

The Controller will lead all day-to-day finance operations and supervise a team of 3 staff members including functional responsibility over accounts payable, accounts receivable, and the entire accounting department. The Controller will ensure that there are systems with policy and procedures in place to support each effective program implementation and conduct flawless accounting processes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Finance and Accounting Leadership

Oversee and manage all accounts, ledgers, and reporting systems, ensuring compliance with appropriate accounting standards and regulatory requirements.

Ensure that all general ledger balance sheet accounts are reconciled on a monthly basis. Documentation of such reconciliations and review by the Controller will be maintained per month in the accounting department. All general ledger balance sheet accounts must be completed prior to the monthly close out of the accounting system.

Responsible for a timely month end close out of the accounting system and production of system generated financial reports.

Maintain internal control and safeguards for receipts of revenue, costs, employee expense reports, journal entry for payroll, once bi-weekly, in Great Plains accounting software and program budgets and actual expenditures.

Coordinate all financial data monthly, quarterly, and annually to provide to the associations outside source, CPA or accounting firm, to perform NCHA's audits and accurate tax records, in a timely manner.

Clearly communicate financials, and cash flow, with our ED and directors, as needed.

Support the ED in engaging the finance committee and the executive committee with issues and trends in the financial operations models and delivery proposals.

Using Quick books software, to support the Foundation, in accounting assistance to prepare their financials for the associations outside source to review for audit and tax preparation.

Provide leadership in strengthening internal communications within the accounting staff and create and promote a positive and supportive work environment for the entire NCHA team.

Qualifications:

This is an extraordinary opportunity for a mature leader with ten plus years of accounting and finance experience, ideally beginning in accounting, followed by experience gathering, evaluating, presenting, and reporting financial information to executive teams and external stakeholders. Candidate will ideally have experience in a complex nonprofit that has multiple programs.

Other qualifications include:

Personal qualities of integrity, credibility, and unwavering commitment to the mission; a proactive, hands-on strategic thinker who will own, in partnership with the ED, the responsibility of all finance.

- Minimum of a BA; CPA and/or MBA preferred
- Proficiency and experience in Great Plains and Quick Books accounting programs
- Strong understanding of accounting theory
- Solid experience coordinating accounting activities and managing reporting, accounts payable and receivable, journal entries, general ledger, and all other accounting responsibilities
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; advanced knowledge of accounting and reporting software
- Commitment to training and retaining a diverse team; the foresight and ability to delegate accordingly in the accounting department
- Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to senior management, the board, or other outside partners
- Experience in both 501.c.5 and 501.c.3 non-profit associations is beneficial
- Equine association background beneficial
- Proficient in Microsoft Office including Word, Excel, Power point, and Access