



Quincy Community Action Programs, Inc.

Serving Quincy and Surrounding South Shore Communities

JOB POSTING

QUINCY COMMUNITY ACTION PROGRAMS, INC.

CONTROLLER

Sept. 2009

Quincy Community Action Programs, Inc. is a \$25 million not for profit community action agency with over 150 staff. Its mission is to endeavor to assist families and individuals in our communities to improve the quality of their lives by minimizing the effects of poverty, promoting self-sufficiency and advocating for social change. QCAP operates a variety of programs that help low and moderate income residents including: Affordable Housing Development, First Time Homebuyer Education/Assistance, Financial Literacy Education, Free Tax Preparation, Asset Formation Programs, Housing Counseling & Search, Head Start Early Care and Education, Fuel Assistance and Energy Conservation, Community Care for Kids (Child Care Resource & Referral Program), Emergency Food Center, Education/Workforce Development.

QCAP is seeking a Controller who will be responsible for:

- Day to day operations and supervision of the fiscal and payroll offices.
- Preparation of the month/year end financial statements, audit schedules and other compliance reporting.
- Serve as resource to management team on a variety of financial, accounting, payroll and personnel issues and procedures
- Preparation of annual program budgets, funding source budgets, labor allocations and required reporting both internal and external, including recommended amendments to both budgets and funding source budgets
- Assure proper procedures in place to allocate invoices and payroll costs to proper contracts, accounts and budgets in accordance with all regulatory and contract compliance standards and provide recommendations for any improvements.
- Preparation of periodic program, agency administrative cost, fringe and indirect cost budgets versus actual analyses, reviewing results with program managers and Director of Administration and Finance to ensure proactive approach to cost control, proper allocation of costs, compliance with contract regulations and maximization of budgets.

Candidates must have:

- Bachelor's Degree in Accounting; CPA preferred
- Minimum five years previous experience in senior level finance or accounting position with supervisory responsibility
- Working knowledge of finance, not-for-profit accounting, budgeting and cost control principles including A133, GAAP, State and Federal contract compliance and reporting
- Excellent written, verbal communication and interpersonal skills
- Ability to motivate others while managing several other time sensitive projects along with ability to analyze financial data and prepare reports utilizing computer programs including automated accounting and payroll packages and spreadsheets
- Demonstrated commitment to working on behalf of low and moderate income clients.

Excellent Benefits

Send resume and cover letter:

Quincy Community Action Programs, Inc.

Personnel Coordinator

1509 Hancock Street, Quincy, MA 02169

E-mail poreilly@qcap.org

Helping People

Help Themselves

MAIN OFFICE

1509 Hancock Street
Quincy, MA 02169
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TTY: (617) 471-7205
www.qcap.org

President

Paul M. Connolly

Executive Director

Beth Ann Strollo

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Barbara Morris
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Programs

Administration

Education/Workforce

Development

Energy

Financial Literacy/ Asset Formation

Head Start

Housing

Learning Links

Technology Center

Community Care for Kids

Main Office - Quincy
(617) 471-6473
1-800-637-2011
FAX: (617) 773-5860
www.communitycareforkids.org

Southwest Community Center

Emergency Food Center
1 Copeland Street
Quincy, MA 02169
(617) 471-0796
FAX: (617) 471-4239

QCAP seeks a diverse workforce and is an Equal Opportunity Employer