



## THE MOYER FOUNDATION

*Helping Children in Distress*

**POSITION TITLE:** Controller  
**REPORTS TO:** National Executive Director  
**FLSA STATUS:** Exempt; Full-time

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### **Position**

Reporting to the National Executive Director, the Controller will be responsible for oversight of all finance, accounting and reporting activities. Along with the National Executive Director, the Controller will be involved in supporting presentations to the board finance and audit committees and will work closely with the senior leadership team. The Controller will lead all day to day finance operations of a budget of approximately \$3 million including functional responsibility over accounting, accounts payable, accounts receivable, payroll and grant administrator.

### **Key Duties & Responsibilities**

- Oversee all accounts, ledgers and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements
- Maintain internal control and safeguards for receipt of revenue, costs and program budgets and actual expenditures
- Coordinate all audit activity
- Consistently analyze financial data and present financial reports in an accurate and timely manner; clearly communication monthly, quarterly and annual financial statements; monitor progress and changes and keep senior leadership abreast of The Moyer Foundation financial status
- Assist leadership in the annual budgeting and planning process
- Oversee all financial, project/program and grants accounting; ensure that expenditures are consistently aligned with grant requirements
- Manage organizational cash flow forecasting
- Along with National Executive Director manage and track the performance of invested assets in keeping with policies and investment guidelines

### **Qualifications**

- Mature leader with 5-7 years of accounting and financial experience, nonprofit experience preferred
- Minimum of a BA, CPA and/or MBA preferred
- Solid experienced coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger payroll and accounting for investments
- Experienced with accounting software; selecting and overseeing software installations and managing relationships with software and other key vendors
- Strong interpersonal and communication skills, experienced in effectively communicating by data, including presentations to senior management, board or other outside funders

### **How to Apply**

Email resume and cover letter detailing how you meet the required qualifications and why you are interested in working for an organization like The Moyer Foundation to: Lynette Moore Assistant Executive Director to [lynette@moyerfoundation.org](mailto:lynette@moyerfoundation.org).

### **About The Moyer Foundation**

The Moyer Foundation is a public, 501 (c) 3 non-profit organization founded in 2000 by World Series-winning pitcher Jamie Moyer and his wife, Karen with offices in Seattle, WA, and Philadelphia, PA. The Foundation's mission is to empower children in distress by providing education and support – helping them to live healthy and inspired lives. With the community's support, The Moyer Foundation creates and funds programs to give children the tools, skills and resources to overcome life's greatest challenges. In addition to community-funded grants, The Moyer Foundation also created and funds Camp Erin™, the largest, free bereavement camp in the country for grieving

children and teens (more than 40 camps in over 25 states and one in Canada) and ; Camp Mariposa, for children living with addiction/substance abuse in their families. For more information, visit [www.moyerfoundation.org](http://www.moyerfoundation.org).