



NATIONAL INSTITUTE FOR
EXCELLENCE IN TEACHING

Controller National Institute for Excellence in Teaching (NIET)

The Controller reports to the Chief Financial Officer (CFO) and supports the CFO in carrying out the financial and accounting functions of the organization. The Controller must meet deadlines and perform a multitude of accounting activities.

Primary Duties and Responsibilities:

- Prepare monthly bank and account reconciliations
- Manage the general ledger and prepare and post entries as needed
- Manage the cash receipts process
- Manage the accounts payable process, including coding expenses, processing payments, and identifying fixed assets for capitalization
- Process employee expense reimbursements
- Assist with the federal grant drawdown process and ensure compliance with federal grant regulations (Uniform Guidance)
- Prepare weekly and monthly financial reports
- Assist with the annual financial statement audit, including preparation of schedules and responding to external auditors' requests
- Assist with required tax and information return filings (Forms 990 and 1099, various state taxes including property tax, sales & use tax, etc.)
- Assist in reporting budget to actuals to leaders across the organization
- Proactively assist in researching, developing, and implementing process improvements and more efficient procedures to enhance workflow while maintaining a high level of accuracy
- Perform other accounting, financial, or administrative tasks as assigned by the CFO or other NIET staff

Recommended Qualifications:

- BA/BS in Accounting, or Finance or Business Management with an emphasis in Accounting preferred
- One to three years' accounting experience strongly preferred
- Strong understanding of Generally Accepted Accounting Principles (GAAP) required
- Experience with nonprofit accounting and federal grants preferred
- Strong attention to detail, verbal and written communication skills, and interpersonal skills required
- Ability to multitask, work under pressure, meet deadlines, maintain an internal customer-service orientation, and thrive in a fast-paced work environment required
- Committed to continuous improvement

Location of Position: *Nashville, TN*

To Apply:

Please submit resumes to jobs@niet.org.

No phone inquiries, please.