



Controller

United Way of Greater Richmond & Petersburg seeks an experienced accounting and finance professional to oversee, manage, and administer all financial functions of the organization, including financial statement preparation and analysis, general ledger maintenance, budgets, long-range forecasts and the annual financial statement and pension audit processes. The Controller will be directly responsible for the operation of the Audit Committee, as well as be a presenting staff to the Finance Committee of the Board. The Controller will manage the EnergyShare program, including being the liaison to Dominion Energy on the program. The Controller will also oversee internal day-to-day information technology operations and infrastructure.

United Way of Greater Richmond & Petersburg maintains a positive, challenging and engaging environment for its employees. Working at United Way offers personal and professional growth opportunities and a chance to be part of a team that is creating lasting change in our community and leading a movement to engage every local citizen in that change. We empower individuals and drive systemic change to provide everyone with a clear path to success. We do this by mobilizing the entire community – individuals, nonprofits, government agencies, schools and businesses alike – to collectively tackle our region’s toughest challenges. United Way of Greater Richmond & Petersburg serves the region’s neighborhoods and rural areas alike, providing direct services and support to partners in the cities of Richmond, Petersburg and Colonial Heights as well as the counties of Charles City, Chesterfield, Dinwiddie, Goochland, Hanover, Henrico, New Kent and Powhatan.

Qualifications: The ideal candidate will have experience working in human services and a minimum of two years in a supervisory/leadership capacity, with a demonstrated ability to manage and supervise others. A strong background in knowledge of accounting software and Microsoft Office (Excel, Word, Outlook, Access) is required; working knowledge of database software is preferred. Significant experience preparing and maintaining budgets. A Bachelor's degree from an accredited four-year college or university is required, along with a minimum of six years related experience, or equivalent combination of education and experience. CPA Certification preferred.

Position open until filled. Please send cover letter, resume, and salary requirement to:

United Way of Greater Richmond & Petersburg
Human Resources
P.O. Box 11807
Richmond, VA 23230
Email: jobs@yourunitedway.org
Fax: (804) 775-6476

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