



## **Soil Health Institute Controller and Operations Assistant**

The Soil Health Institute (SHI), [www.soilhealthinstitute.org](http://www.soilhealthinstitute.org), a non-profit organization created to safeguard and enhance the vitality and productivity of soil through scientific research and advancement, located adjacent to Research Triangle Park (RTP), North Carolina seeks to hire a full-time Controller and Operations Assistant. The successful candidate will support the Chief Operating Officer in accounting, financial and operational support of SHI. This position will be central to SHI's budgeting, accounting, financial and tax preparation, grant management and reporting, and human resources management in serving SHI's mission, staff and Board of Directors.

### **Duties Include:**

- Perform various accounting tasks, including recording, tracking, and reporting financial information, accounts payable (Bill.com), payroll (TriNet), and accounts receivable (Blackbaud Raisers Edge NXT).
- Maintain accounting controls and procedures ensuring that the Institute operates efficiently without sacrificing accuracy.
- Train, and motivate staff members on project accounting, reporting and expense report preparation.
- Review credit card transactions and upload them to the accounting system, Blackbaud Financial Edge NXT (FE NXT) from Expensify.
- Prepare draft monthly financial statements (Statement of Financial Position, Statement of Activities including Budget to Actual results, Cash Flow Projections, and year-to-date forecast), for review by COO and review and publishing by Outside Accountant.
- Coordinate with Outside Accountant in preparing for the annual Form 990 and the financial audit including preparation of workpapers, fulfilling auditor schedule, documentation and other requests. Participate in Audit Committee meetings throughout the year.
- Budget Process, assist COO and Outside Accountant in the annual budgeting process (Blackbaud FE NXT) for SHI Board approval.

- Assist in development and maintenance of a tracking system to monitor spending on donor restricted and government funded projects. Assist in preparation of required donor progress and final reports as well as internal reports to be used by management.
- Support COO in managing Human Resources (HR) and related employment/personnel services executed through SHI's Professional Employment Organization.
- Support SHI staff in office management and maintenance activities.

**Qualifications:**

Required:

- Analytical, detail-oriented and honest.
- Bachelors Degree in accounting, with 5+years experience in Not-for Profit and public accounting experience.
- Working knowledge of MS Office.
- Proficient verbal and written communication skills.
- Accustomed to working in a busy office setting with a small staff.

Preferred:

- CPA and/or a Masters degree in accounting.
- Federal grant accounting and reporting experience.
- Working knowledge and experience working with Blackbaud Financial Edge NXT, Blackbaud Raisers Edge NXT, Bill.com and Expensify.
- Working knowledge of HR policies and systems.
- Experience in engagement with non-profit Board of Directors.

**Applicants must be authorized to work in the United States.**

**Work Environment:**

The position will be housed at the SHI offices located at 2803 Slater Road, Suite 115, Morrisville, NC, 27560. Remote work on a part-time basis may be considered following 6 months employment, as mutually agreed by SHI and the successful candidate.

**Salary:**

Salary dependent on qualifications and experience, with premium insurance package, vacation, and 401(k).

**To Apply:**

Email a cover letter, resume, and the names and contact information of 3 professional references to: Sheldon R. Jones, [sjones@soilhealthinstitute.org](mailto:sjones@soilhealthinstitute.org), indicate "Controller and Operations Assistant" in the subject line. **First review of applications will begin by September 23, 2022, and the position will remain open until filled. All interested individuals are encouraged to apply by that date.**