



Controller

About the Organization

TechTown is Detroit's entrepreneurship hub. We empower Detroit-based startups and local businesses by providing resources, collaborative workspace and education for entrepreneurs that will further accelerate inclusive economic development across Detroit.

About the Opportunity

TechTown is seeking a Controller, which is an Associate Director level role, to assist the Senior Director of Finance on all day-to-day financial operations of a 501(c)3 not-for-profit corporation and a for-profit real estate subsidiary that owns a 135,000 sq. ft. multi-tenant building.

The Controller will be responsible for managing the accounting and financial activities of the company, including implementing internal controls, developing financial statements, and conducting financial audits to ensure accuracy in reporting.

The Controller will be a key team member in the grant financial management process, including extensive reporting and fund tracking responsibilities for all TechTown programs and initiatives. They will ensure that TechTown has the systems and procedures in place to support effective program implementation and conduct flawless audits. The Controller will work closely with program leaders and their teams, not only to educate them regarding finance and accounting procedures but also to explore how the finance function can support program operations.

This role will report directly to the Senior Director of Finance.

The Impact You Will Make:

- Responsible for actively managing the accounting activities of the company, internal controls, financial statements, and financial audits and analysis.
- Review all transactions for monthly close and financial statements for accuracy, classification, and appropriate accounting standards.
- Preparation of the account reconciliations and communicating actionable items to other team members.
- Provide comprehensive financial updates to senior leadership for executive meetings by evaluating, analyzing, and reporting appropriate data points.
- Prepare the consolidation, financial statements, and other reports as requested.
- Develop and manage grant reporting within QuickBooks.
- Invoice processing and issuing accounting workpaper for grants.
- Prepare grant reports, including government grant reporting and drawdown requests, for all TechTown programs and initiatives.
- Track employee cost allocation to government grants.
- Manage the chart of accounts.
- Develop and maintain the department's accounting policy and procedure manual.
- Assist with the annual company audit.
- Assist the department with daily and monthly procedures as needed.
- Other duties as assigned.

What You Will Bring to the Table:

- Bachelor's degree in accounting or finance.
- 10+ years of relevant experience.
- Detail-oriented with high attention to quality and accuracy.
- Deep knowledge of accounting principles.
- Excellent analytical, critical thinking, and problem-solving skills.
- Ability to manage multiple tasks, including prioritizing, organizing, and meeting deadlines.
- Experience working in non-profit financial operations and grant management.
- Proficiency in utilizing QuickBooks or other accounting software.

Would be nice to have:

- 5+ years' experience as a senior level accounting or finance manager.
- Experience using Bill.com and Office RND software.

To Apply:

This is a full-time position. To apply please send a resume and cover letter to Careers@TechTownDetroit.org with the job title in the subject line.

Salary:

The budgeted salary range for this position starts at \$80,000 and may be adjusted according to qualifications and experience.

The Perks:

TechTown offers generous health and dental plans as well as vision, life insurance, short-term disability, a 401(k) plan, and a team member assistance program. Full-time team members also receive:

- 5 Weeks of Paid Time Off per year
- 22 paid holidays (including 2 weeks in December and 1 week in July)
- 12 Paid Mental Health Days per year (one per month)
- Retirement Plan with employer matching up to 6%.
- 100% TechTown paid Life, STD, and LTD benefits
- \$2500 Professional Development Stipend
- Wellness Inspired Workplace with a Wellness Program and onsite Wellness Room
- Paid Parental Leave
- Creativity and innovation supported and encouraged by leadership
- Fulfillment and the knowledge of having made an impact in Detroit's economic growth

Work Arrangements:

Most TechTown team members (including this position) are assigned to work remotely at this time and for the foreseeable future (with occasional in-person collaborative meetings required).

Vaccination Requirement:

TechTown has instituted a COVID-19 Vaccination Policy that requires all team members to be fully vaccinated or have an approved vaccination waiver on file with human resources and undergo weekly testing.

TechTown Detroit is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.