

The Arc of Centre County, PA, Inc. is currently seeking an energetic professional to fill the vital role of a Chief Financial Officer/Controller. This leader would work hands-on, alongside The Arc's small but strong fiscal team, to chart The Arc on a successful fiscal course.

Applicants are asked to submit a resume with a letter of interest, including salary preferences, to Jessica Sheader, Director of Human Resources at jsheader@taocc.org.

Join a great team today, earn fantastic perks, and support a great and meaningful mission! The CFO/Controller is a full-time exempt position responsible for the fiscal management of The Arc Centre County, a non-profit organization, in alignment with its mission, vision, values and established funding priorities. *The Arc of Centre County is dedicated to protecting the human rights of individuals with intellectual and developmental disabilities and practices person-centered planning which actively supports their full inclusion and participation in the community throughout their lifetimes.*

Perks and benefits to this position include:

- **Working alongside a supportive management team – the CFO will report directly to the CEO and will oversee a small yet experienced fiscal team.**
- **32 days of paid time off in the first year, increasing each year thereafter.**
- **A full benefit package to include medical, vision, dental, short-term and long-term disability insurance, life insurance, and retirement.**
- **Living and working in a great community! Centre County is home to Pennsylvania State University - and the area offers so many wonderful amenities.**
- **This in-person role requires an adaptable schedule- while still being flexible and allowing for occasional remote work.**
- **Working collaboratively with human service professionals on mission focused budgets and fiscal goals.**
- **The ability to implement innovative and creative strategies to support long-term growth.**
- **Join an established team and long-standing community agency - The Arc is celebrating its 70th anniversary this year!**

The CFO/Controller will be responsible for the overall fiscal management of the agency. This employee will chart a sustainable financial course in alignment The Arc's mission, vision, values and established funding priorities. The CFO/Controller will maximize the return on financial assets by establishing financial policies, procedures, controls and reporting systems. This role will ensure legal and regulatory compliance for all accounting and financial reporting functions. The CFO/Controller will oversee general accounting, accounts receivable/collection, accounts payable, payroll and other functions of the fiscal department. This employee will play an integral part in strategic planning goals in finance and accounting and will closely monitor The Arc's financial health. The CFO/Controller will provide leadership, guidance and vision to the fiscal team to ensure financial growth, budgetary planning, and fiscal stability of all departments within the agency. The CFO/Controller will perform the highest level of

oversight of revenue, audits, tax-related reporting, accounting, retirement plan, insurance activities, etc. This employee will have functional knowledge of all departmental tasks and be able to manage and execute needed departmental roles. The CFO/Controller will work closely with the CEO in developing and communicating budgets and a fiscal management system for the agency. The CFO/Controller should be adaptable to the complex deadlines associated with non-profits with multiple funding sources.

Qualifications:

- Five years of prior experience and/or professional skills related to contracted financial management services. Experience in Non-Profit and/or Human Services fiscal management is preferred.
- An undergraduate degree from an accredited college or university and seven years of professional experience relating to the fiscal management of a non-profit and/or human service agency, OR a graduate degree from an accredited college or university and five years of professional experience relating to the fiscal management of a non-profit and/or human service agency.

As mentioned, applicants are please asked to submit a resume with a letter of interest, including salary preferences, to Jessica Sheader, Director of Human Resources at jsheader@taocc.org.

The Arc of Centre County, PA, Inc., is a proud Equal Opportunity Employer and United Way Agency Member.