

Position: Controller**LOCATION:** NHQ, Chicago IL**DEPT:** Business Services**DATE POSTED:** December 9, 2011**REPORTS TO:** President & CEO**Organization Overview:**

The National Black MBA Association's (NBMBA) mission is to lead in the creation of educational opportunities and economic growth for African Americans. One of its primary services is the continuous delivery of unparalleled professional development opportunities. We also hold the world's largest African American Career Fair, for employment opportunities partnering with fortune 500 companies, to leverage the opportunity to engage a diverse workforce.

The NBMBA tagline "Empowering Visionaries" exemplifies the drive and determination to be the best service-provider to the more than 350 corporate and educational partners. The membership of NBMBA represents households with incomes from \$50K – to more than \$200K across 44 National Chapters and 27 Collegiate Chapters.

The National Black MBA Association is a great place to work embracing the efficiencies of advanced technology, innovative products and unlimited opportunity. With more than 100,000 MBA's around the world, the opportunity for growth is phenomenal. This is a tremendous opportunity for a self-motivated professional looking for a challenge and ready for change. Join a winning team and discover what National Black MBA Association has to offer.

Provide leadership and coordination of the National Black MBA Association financial planning, debt financing, and budget management functions. Ensure association accounting procedures conform to generally accepted accounting principles. This position is accountable for the accounting operations of the NBMBA, to include the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls designed to mitigate risk and enhance the accuracy of the organization's reported financial results.

RESPONSIBILITIES

- Guides financial decisions by establishing, monitoring, and enforcing policies and procedures.
- Protects assets by establishing, monitoring, and enforcing internal controls.
- Monitors and confirms financial condition by conducting audits; providing information to external auditors.
- Maximizes return, and limits risk, on cash by minimizing bank balances; ensure that periodic bank reconciliations are completed.
- Prepares budgets by establishing schedules; collecting, analyzing, and consolidating financial data; recommending plans.
- Achieves budget objectives by scheduling expenditures; analyzing variances; initiating corrective actions.
- Provides status of financial condition by collecting, interpreting, and reporting financial data.
- Prepares special reports by collecting, analyzing, and summarizing information and trends.
- Complies with federal, state, and local legal requirements by studying existing and new legislation; anticipating future legislation; enforcing adherence to requirements; filing financial reports; advising management on needed actions.

- Responsible for tax planning and compliance with payroll and other applicable taxes.
- Maintains financial staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Protects operations by keeping financial information and plans confidential.
- Contributes to team effort by accomplishing related results as needed.

Qualifications and Skill Requirements

- Bachelor's degree in accounting or business administration or equivalent business experience and five to 10+ years of progressively responsible experience in a senior-level finance or accounting position, and a CPA. Masters Degree preferred.
- Knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles.
- Knowledge of automated financial and accounting reporting systems.
- Knowledge of federal and state financial regulations.
- Ability to analyze financial data and prepare financial reports, statements and projections.
- Working knowledge of short and long term budgeting and forecasting, rolling budgets, and product-line profitability analysis.
- Work requires professional written and verbal communication and interpersonal skills.
- Ability to motivate teams to produce quality materials within tight timeframes and simultaneously manage several projects.
- Ability to participate in and facilitate group meetings.
- Work requires willingness to work a flexible schedule.

Current Software: Microsoft Dynamics GP v9

In addition to above the following qualities will make the Controller most successful:

- Supportive in assisting officers in achieving goals;
- Assertive in establishing accountability;
- High degree of personal integrity;
- Somewhat demanding in maintaining all forms of internal controls;
- Bottom line and goal oriented.

NBMBAA offers a competitive industry compensation and benefits package. For consideration please send your resume to:

National Black MBA Association Inc.

Attn: Human Resources Dept

180 N. Michigan Ave., Suite 1400

Chicago, IL 60601

or

Email: hr@nbmbaa.org

Fax: (312) 580-8724

Info: www.nbmbaa.org