Purpose
To manage the budgeting, accounting, and financial reporting processes of the Unitarian Universalist Association (UUA), which encompass five business units: operations (Current), General Assembly (GA), trade publishing (Beacon Press), building loans (Congregational Properties and Loan Fund or CPLF), and endowment (UU Common Endowment Fund or UUCEF). The Assistant Controller has direct responsibility for the Current and CPLF units as well as for consolidating financial reporting across all business units of the UUA.

Principal Responsibilities
1. UUA consolidated quarterly financial reporting, including elimination entries and FASB-compliant reports for management, the Board of Trustees, congregations, General Assembly, and for other interested parties. Coordinates the collection of the financial data on a timely basis, setting and communicating the necessary schedule. Coordinates with the Beacon Press CFO for consolidating statement data.
2. Current section monthly accounting and reporting, including journal entries and operating statements. Current section quarterly consolidated financial reporting of unrestricted, temporarily restricted and permanently restricted funds, including net asset roll-forward.
3. Congregational Properties and Loan Fund building loan, loan guarantee and grant program accounting. Works with legal counsel to prepare loan documentation for new loans, loan alterations and other transactions. Preparation and safekeeping of mortgage loan statements, sources and uses of cash, and billing and collection records. Calculates and communicates payment schedules and coordinates interest rate changes. Assists the Treasurer with new Building Loans and Loan Guaranty applications. Quarterly financial statement preparation, analysis and presentation to the Treasurer/CFO. Serves as primary contact for applicants.
4. Campaign/restricted accounting including the recording of pledges, cash receipts, use of funds and income recognition, and reporting of deferred income and available funds.
5. Outside trust (Holdeen, other) accounting including Wells Fargo distribution calculation, coding and cash receipts, and budgeting for use of funds and income recognition.
6. Coordinates the annual budget and quarterly forecast process.
7. Primary administrator for Adaptive Insights budget/forecast tool, including development, maintenance, reporting, exporting/importing, and managing use by Human Resources and staff group budget managers.
8. Responsible for cash management and account reconciliation of the campaign, money market and other accounts.
9. Contribution to continual improvement of record systems, posting and trial balances, and clarity in reporting.
10. Support to outside auditors and maintaining confidentiality and security of records. Drafts audit report including footnotes and supplemental schedules.
11. Performs additional duties as requested by supervisor, the Treasurer and Chief Financial Officer, the Executive Vice President, or the President.

Qualifications
This is a Grade 13 position (expected hiring range $56,000-$87,100 commensurate with experience). Note that qualifications may be met as a result of lived experience, volunteer work, professional experience, and/or formal or informal training. Requirements include:
• Bachelor’s degree in accounting.
• At least 5 years’ relevant experience in a non-profit environment.
• The successful candidate will have a thorough knowledge of financial reporting, forecasting, cash management, charitable trust accounting, accounting for charitable restricted contributions, and GAAP.
• Candidates must demonstrate strong interpersonal, communication, organizational and time management skills.
• High proficiency in the Microsoft Office (Word, Outlook) and strong Excel skills are expected.
• A knowledge of Financial Edge and/or Adaptive Insights software would be helpful.
• Work or lived experience with communities of color or indigenous peoples is of particular value.
• Eagerness to work in an organization in which the dismantling of white supremacy is a high priority.

How to Apply
People with disabilities, people of color, indigenous people, Hispanic/Latinx, and LGBTQ candidates are encouraged to apply. The UUA is committed to developing a diverse and talented staff team. If you are excited about this role but are unsure whether you meet 100% of the requirements, we encourage you to inquire and/or apply. Send cover letter and résumé—indicating “Assistant Controller” in the subject line—via e-mail to careers@uua.org, via fax to (617) 948-6467, or to Human Resources, UUA, 2 Farnsworth Street, Boston, MA 02210. E-mail submissions preferred.

About the UUA
The Unitarian Universalist Association is a progressive religious denomination headquartered in Boston’s waterfront Fort Point Innovation District with offices in Washington, DC and at the United Nations in New York City. Our faith community of more than 1,000 self-governing congregations brings to the world a vision of religious freedom, tolerance, and social justice. Our normal workweek is 35 hours, we pay 80% contribution towards health insurance premiums, 11% towards retirement (after one year), and have generous paid time-off policies. We are a great place to work and we value diversity. The UUA is an Equal Opportunity Employer and is committed to the full inclusion of all. As part of this commitment, the UUA will ensure that applicants and staff with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact the Office of Human Resources at (617) 948-4648 or humanresources@uua.org. For more information on the UUA, visit us online at UUA.org and uuworld.org.

Support for the Mission and Values of the Association
The Unitarian Universalist Association is a progressive and historic religious denomination. While it is not generally required or expected that an applicant/employee identify as a Unitarian Universalist (UU) or be a member of a UU congregation in order to work at the UUA, all UUA staff members are expected to perform their job duties in accordance with the UUA’s values, principles and mission. In particular the following points, drawn from the Seven UU Principles, are of particular importance for the UUA’s work environment and staff culture:

• The inherent worth and dignity of every human being: We affirm the need for a human-centered workplace that allows our diverse staff to flourish. We also understand that our wider culture and society oppresses and denies human dignity, and we seek to counter the effects of that oppression in our hiring and workplace culture so that each person feels whole and valued.

• Justice, equity and compassion in human relations, and the goal of world community with peace, liberty and justice for all: We speak openly and publicly of our support for social and political issues, including LGBTQ equity, racial justice, climate justice, gender equity, and reproductive justice.

• The interdependent web of existence: We recognize that the liberation of all people is interwoven, and we work to counter patriarchy, white supremacy, colonialism, homophobia, transphobia, environmental exploitation, and other interrelated systems of marginalization.