Controller – Ironbound Community Corporation

Location: 317 Elm Street, Newark, New Jersey 07105 (On-site)
Reports to: Chief Executive Officer
Position Type: Full-time, Exempt
Salary Range: $100,000 – $120,000

About Us

The Ironbound Community Corporation (ICC) is a 56-year-old nonprofit organization whose mission is to engage and empower individuals, families, and groups in realizing their aspirations and, together, work to create a just, vibrant, and sustainable community. ICC strives to address the needs of our diverse, multilingual, multi-cultural community, serving more than 1,000 children and families every day through a wide range of programs and services. We also strengthen communities through advocacy, neighborhood organizing, community development initiatives, and family services.

The Role

We're looking for a Controller who doesn't wait to be told what to do. Someone who walks in, sees what needs fixing, and fixes it. Someone who can run the numbers *and* run a team — training accounting staff hands-on, building their skills, and being the go-to person when questions come up. This is a roll-up-your-sleeves position. You'll supervise the day-to-day financial operations of the organization while also serving as a mentor and coach to the people around you.

If you thrive on independence, love teaching others, and want to be at the center of a mission-driven organization's financial engine, keep reading.

What You'll Do

Own the Day-to-Day Financial Operations. You'll manage the general ledger, oversee receipts and disbursements, maintain grant and donor records, prepare budgets and cash flow statements, and direct the annual fiscal audit. When something in our financial processes needs to change, you'll be the one recommending new policies and procedures.

Train and Develop Accounting Staff. This isn't a "delegate and disappear" role. You'll work side by side with your team — showing them how things are done, answering their questions in real time, and building their capabilities so the whole department gets stronger. You're the trainer, the mentor, and the first person they come to when they're stuck.

Supervise Daily Accounting Operations. You'll keep a close eye on the financial and operational metrics that matter, both internally and for external stakeholders. That means managing the operating budget, controlling cash flow, preparing financial forecasts, and directing all financial, project-based, and departmental accounting services.

Ensure Compliance and Accuracy. You'll make sure our financial record-keeping systems are operated and managed in accordance with Generally Accepted Accounting Principles (GAAP), including monitoring and controlling the use of all funds. You'll coordinate and prepare for annual audits, and review, monitor, and maintain fiscal policies, procedures, and systems.

Prepare and Present Financial Reports. You'll oversee the preparation of all financial reports and metrics for management and the board of trustees, delivering clear, concise financial statements on a monthly, quarterly, and annual basis.

Manage Grant Financials. You'll oversee the preparation, review, and submission of grant draw-downs and financial reports as required for each grant. You'll ensure financial compliance monitoring of grants and donations from all reportable donors, and coordinate and support grantor audits or monitoring site visits.

Partner with Leadership. You'll work closely with the CEO on operational and strategic issues as they arise, providing recommendations grounded in fiscal analysis, cost allocation, and revenue/expense projections. You'll also oversee long-term budgetary planning and develop forward-looking financial models that give leadership real insight into where the organization is headed.

Provide Oversight of Human Resources & Operations as needed to support organizational goals.

Other duties as assigned.

Who You Are

You're a self-starter. You don't need someone looking over your shoulder — you take initiative, identify problems early, and move quickly to solve them. You're also a natural teacher who gets genuine satisfaction from helping others grow.

Education: related degree required

Experience: At least 5 years of nonprofit accounting and fiscal management, including experience in a supervisory or leadership role. You've managed teams before, and you've trained people before — not in a classroom, but on the job, in the weeds, where it counts.

Technical Skills: Proficiency with Sage MIP software and advanced knowledge of Excel. Strong understanding of Generally Accepted Accounting Principles and IRS regulations for nonprofit organizations.

Analytical Ability: Proven ability to perform complex analysis of financial data, assess financially related business capabilities, identify gaps, and develop solutions. You can take a strategic vision and translate it into an operational model.

Communication: You explain financial concepts clearly and concisely — whether you're talking to your team, the CEO, or the board of trustees. You're direct, organized, and easy to work with.

Personality: Friendly, collegial, confident, and flexible. You bring energy to the room and make people feel comfortable asking questions.

Bonus: Knowledge of federal grant requirements, rules, and regulations.

Our Core Values

ICC is animated by a core group of values:

Mutual Respect — We accept the importance of each person's rights, customs, and wishes. We are courteous and supportive in all our interactions with clients and colleagues.

Empathy — We strive to understand what others are experiencing by trying to see things from their perspectives. We give our time and energy to the community and are constantly searching for ways to improve the lives of those we serve.

Fairness and Transparency — We are committed to authentic, two-way communication. We listen without judgment and express our point of view with respect. We cherish diversity and inclusiveness, embracing the community with its input and feedback.

Commitment to Excellence — We provide the highest quality service possible, earning trust and exceeding expectations. We learn from experience and approach challenges with creativity and flexibility.

Accountability — We are responsible for the quality and outcomes of the programs we provide, for explaining why deviations from reasonable expectations may have occurred, and for responding responsibly at all times.

Compensation & Benefits

ICC offers a competitive compensation package including health benefits, generous time off, and a 403(b) plan. The salary range for this position is **$100,000 – $120,000**. Please note: remote work is **not** available for this role.

Equal Opportunity Employer

ICC is an Equal Opportunity Employer and is committed to building and maintaining a staff that reflects the full range and diversity of our community. We embrace and celebrate the diversity of our community members and strive for the same in our employees. ICC is committed to equal employment opportunity regardless of race, color, ethnicity, ancestry, religion, national origin, gender, sex, gender identity or expression, sexual orientation, age, citizenship, marital or parental status, disability, veteran status, or other class protected by applicable law. We strongly encourage women of color, persons with disabilities, immigrants, members of the LGBTQ community, and people from low-income and working-class backgrounds to apply.

To apply, please send a resume and cover letter to **CFOHiring@ironboundcc.org** with the subject line **"Controller."**