



MID SHORE BEHAVIORAL HEALTH

RESOURCES, GUIDANCE, WHOLENESS, & HOPE

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midshorebehavioralhealth.org

Controller

Full Time; Exempt Position

MSBH is an Equal Opportunity Employer and a Drug Free Workplace.

Position Summary:

The Controller reports to the Chief Financial Officer and oversees and manages Mid Shore Behavioral Health, Inc.'s day-to-day financial operations while maintaining accounting records and internal controls in accordance with generally accepted accounting principles. This position directs all internal accounting functions, including general ledger, accounts payable/receivable, procurement, payroll, bank reconciliations, audit, insurance and tax reports, and fixed assets. The position ensures accurate and timely preparation of internal financial reports and submission of external reporting.

Specific duties and responsibilities include but are not limited to:

- Compliance with local, state, and federal government reporting requirements and tax filings, and ensuring all returns are filed timely and accurately.
- Formulating, recommending, and implementing sound fiscal policies, procedures and internal controls and adherence to those currently in place.
- Researching treatment of accounting transactions to be in accordance with GAAP, the Human Services Agreement, and other government regulations.
- Providing supervision and serving as the direct report of the Finance Coordinator and Finance Specialist.
- Collaboration with cross functional departments to achieve objectives and support organizational goals and community programs.

All employees participate as a team in routine, facilitated diversity, equity, and inclusion discussions to help raise awareness of systemic and community issues, as well as strengthen a culture within MSBH that fulfills the promise of a fully inclusive work environment.

Position Qualifications:

- Required education: Bachelor's degree in accounting. Master's degree recommended. CPA preferred.
- Required experience: Seven years of progressive financial accounting experience within a nonprofit, advocacy organization and five years of supervisory experience.

Interested candidates should provide a resume and cover letter of interest by June 20th, 2024 to Kelley Moran, at kmoran@midshorebehavioralhealth.org or mail to MSBH, Inc., 28578 Mary's Court, Suite 1, Easton, MD 21601. Mid Shore Behavioral Health, Inc. is an Equal Opportunity Employer.

