Is your passion community based? Do you believe military veterans should have an outlet to utilize their leadership skills in their own communities? If so, The Mission Continues has opportunities for you!

ABOUT THE ORGANIZATION

The Mission Continues is a 501(c) (3) nonprofit organization whose mission is to empower veterans to serve their country in new ways. Through the organization’s Fellowship Program, post-9/11 veterans complete six-month fellowships at local nonprofit organizations, addressing key educational, environmental and social issues. Additionally, Service Platoons bring together teams veterans and active duty/guard/reserves from all generations together to tackle pressing community issues in a unified way, while re-establishing purpose and creating camaraderie in cities across America.

The Mission Continues is a rapidly growing organization that has been recognized by New Profit, the Social Venture Network and the Manhattan Institute as one of the country’s most socially innovative nonprofit organizations. Through January 2015 the organization has awarded over 1100 fellowships to in 48 states, and over 3,000 veterans have joined Service Platoons in 29 cities. The Mission Continues has been named to the 50 Best NonProfits to Work for in the country by The NonProfit Times and one of the Best Places to Work by Outside Magazine.

As the organization grows, The Mission Continues is looking to add team members who can help the organization achieve the scale necessary to ensure veterans focus their talents and skills on a new mission, providing them with a new unit and community connections, and helping them identify a new theater of operations where they can put their skills to work. The organization is fully dedicated to the personal and professional development of every member of the team.

ABOUT THE POSITION

The Mission Continues is seeking a Controller to support the Vice President of Finance & Operations managing the daily operations of Accounting. This role will report to the Vice President of Finance & Operations while working closely with Accounting and the Development Team. This position will become a key member of the financial support area. This is a newly created role for an energetic candidate looking for a hands on position and requires someone with an entrepreneurial spirit and working accounting knowledge of the nonprofit industry. Candidates should have a strong desire to learn and grow with this newly created role.

Responsibilities for this position include but are not limited to the following:

Monthly:

- Operating/Financial Statements – complete month close (including accrual entries) within 12 business days. This includes analysis of actual expenses vs. budgeted expenses. Provided explanation of major variances.
Work with Accounting to provide detailed reports on expenses vs. budgets for all service platoons within 15 business days by region.

- Manage the inner workings of the Accounting Team
- Reconcile all bank accounts.
- Reconcile all health insurance and employee benefit bills.
- Account for restricted revenues and reconcile with Development.
- Book fixed assets and record depreciation including computer inventory.
- Assist VP of Finance with financial modeling.
- Work with VP Finance, Development Team and outside consultant on state registrations.
- Book all Payroll and employee benefits entries to properly allocate staff splits between departments
- Approve revenue reconciliation of accounting system to Salesforce.
- Monthly reconciliation of restricted revenue.
- Participate in Finance Committee meetings

Quarterly (same as monthly):

- Build functional statement of expenses to support the financial statements
- Create meaningful management reports

Year End:

- In addition to above the controller will be the point person working with The Mission Continues team and auditors for a timely and successful audit.
- Manage the issuance of 1099’s
- Work with team to provide all information needed to auditors to complete the 990 on timely basis.

Projects:

- Lead the evaluation and selection of accounting software that will meet current needs and handle anticipated growth of TMC.
- Lead the installation of new accounting software working with team and outside consultant to insure a seamless conversion.
- Throughout the year projects and special requests arise and requires the energy, knowledge and abilities of the controller to complete.

CANDIDATE QUALIFICATIONS:

Candidates should possess the following competencies:

- BS Accounting, CPA preferred
- 3-5 years accounting experience preferably in a nonprofit environment
- Self-starter with ability to adapt to change within a growing organization
- Ability to work with various teams
- Ability to analyze new situations and set up procedures and processes to account for them
COMPENSATION AND BENEFITS:

Compensation is competitive and is commensurate with experience. The Mission Continues offers medical, dental, vision, life 401k and long term disability benefits for all full-time team members.

TO APPLY:

To apply for this position, please send your letter of interest along with your resume and 3 professional references to jnevens@missioncontinues.org. For additional information about The Mission Continues please visit www.missioncontinues.org.