



## **CONTROLLER POSITION (Part-time)**

APPLICATIONS WILL BE REVIEWED IMMEDIATELY

The Milwaukee County Historical Society, a 501c3 non-profit organization, is looking to fill a part-time position for a Controller. The Controller reports directly to the Executive Director.

### Scope of Work:

The Controller (part-time, varied hours) at the Milwaukee County Historical Society is a critical member of the Society's staff with responsibility for ensuring the timely, efficient and accurate processing and accounting of Society resources and financial operations. This role is important in supporting and maximizing the Society's ability to achieve its mission, generate and sustain public value, and engender public trust and credibility. The Controller reports to the Executive Director.

### Primary Duties and Performance Responsibilities:

- Serve as the Society's Controller. This includes:
  - Assisting with budget preparations.
  - Balance general ledger, reconcile bank statements, and provide monthly revenue/expense reports.
  - Preparation and implementation of a chart of accounts.
  - Enter income and expenses into accounting software (Quickbooks).
  - Making bank deposits.
  - Paying bills online and via printed invoices.
  - Receive, and process accounts payable and accounts receivable. Investigate discrepancies when necessary.
  - Preparing accurate, timely, and comprehensive financial statements and reports including profit and loss statements; balance sheets; budget reports; sales transactions for admissions, events, and retail operations; and other reports as need by the Executive Director and/or Board of Directors.
  - Reconciliation of all bank and financial accounts.
  - Managing and accounting of petty cash.
  - Timely and comprehensive record keeping with a demonstrated commitment to appropriate levels of access to required information, and, accuracy and speed to providing necessary materials to the Executive Director.
  - Ensuring compliance with generally accepted principles of governmental accounting.
- Report and process payroll in coordination with Paychex or comparable vendor.

- Management of Society human resources functions surrounding benefit plans including coordination of benefits, time sheets and unemployment.
- Provide leadership and support in preparing financial/accounting policies and procedures.
- Provide inventory support and accounting/reporting services for all fixed asset equipment owned by the Society.
- Ensure compliance with, and advise Executive Director, on matters pertaining to compliance with all federal, state, and local legal requirements.
- Perform annual audit preparation and implementation with outside auditors.

An energetic individual with a willingness to share ideas and to be a part of, and support, the growth of the Milwaukee County Historical Society is desired. It is a bonus that the candidate has an interest in history.

Hours for the Controller are flexible, 15 to 18 hours per week, and days/times will be mutually agreed during normal business hours. One weekend a year and a few evenings, for our major fundraisers, are required.

To apply, please submit a cover letter with salary requirements and a resume to Mame McCully, Executive Director at [mmcully@milwaukeehistory.net](mailto:mmcully@milwaukeehistory.net).