Roger Williams Park Zoo (RWPZ) of Providence, Rhode Island, is one of the nation’s oldest zoos, exhibiting over 100 animal species. Our culture is built on our core values -community, fun, innovation, diversity, integrity, sustainability, and excellence. We value our role in the community as a treasured place for families and a trusted resource for learning; we create a sense of community for our staff and contribute to the global conservation community. We provide a fun experience for our guests and believe that a fun environment is essential to create a great workplace. We are willing to take risks, to propose novel ideas and to think “out of the box”. Bold dreams are welcome here. We act with respect toward all. We value diversity and are intolerant of bias. Integrity and honesty drive our business practices and our relationships with each other and our constituents. We are driven by our vision of greater sustainability in our environmental practices and in our business model. We believe that by establishing a sustainable financial base we can best achieve our goals. We are always striving for excellence. We work to exceed expectations in all areas.

RWPZ is currently recruiting a full-time, year-round, exempt Controller. Reporting to the Chief Administrative Officer (CAO), the Controller will be responsible for managing and providing guidance to the finance team staff members and will have hands-on oversight for a broad range of activities including month end close, financial statements, general ledger, accounts payable, cash receipts, payroll, internal and external financial reporting, cash management, and internal controls. The Controller will also coordinate the annual audit and tax return processes, ensure fund accounting activities are carried out in compliance with all applicable guidelines, work closely with CAO to ensure the effective running of the accounting department, and providing financial support and accurate information as needed.

**Responsibilities:**

- Serve as resource to CAO and senior management team on financial, accounting, payroll, and deferred compensation matters.
- Assist CAO to ensure cost control, compliance with regulations and maximization of budgets.
- Responsible for general and operational accounting as well as cash and investment management.
• Mentor and lead work of bookkeepers.
• Oversee:
  o the management of the general ledger, cash receipts, accounts payable, and payroll cash.
  o the maintenance of the general ledger and other accounting records for preparation of the financial statements and other required financial data including the chart of accounts and relevant control tables pertaining to the accounting system.
  o preparation of Forms 1099 and 1096.
• Direct the daily management of the general accounting function and the preparation of the monthly and year-end close.
• Responsible for all aspects of the budget cycle including maintenance of the budget template, analysis, financial planning, and importing budgets into accounting system and working through modifications.
• Manage the annual audit and assist an outside audit firm during the audit. Maintain and prepare the necessary paperwork in preparation for the annual audit.
• Support the CAO in written and oral presentations to the Board of Trustees.
• Review all invoices for appropriate documentation and approval prior to payment.
• Other duties and special projects as assigned by the CAO and/or Executive Director.

**Required Experience, Training and/or Education**

**Required Experience and Education:**
• Bachelor’s degree in accounting or finance, minimum five years of accounting experience, and at least three years of supervisory and non-profit accounting experience; or equivalent combination of education and experience.
• Experience with Blackbaud Altru and Financial Edge software.

**Preferred Experience and Education:**
• Master’s degree.
• CPA.
• Not-for-profit accounting or finance experience.
• Recent experience working with diverse populations and fluency speaking additional languages.

**Competencies**
• Demonstrated knowledge of non-profit fund accounting and GAAP guidelines.
• Exceptional supervisory, leadership, organizational, communication and interpersonal skills.
• Proficiency with Excel, Blackbaud Altru and Financial Edge software and reporting.
• Shows great attention to detail and has an organized work manner.
• Proven ability to manage multiple priorities and deadlines.
Additional Requirements
• Successful completion of a background check.
• Valid driver’s license.
• Occasionally lift and/or move objects up to 15 pounds.
• Ability to operate a variety of office equipment such as a computer, telephone, calculator, 2-way radio, fax machine and copier.

Supervisory Responsibilities:
• Bookkeepers

As a Controller, you will be joining our team in showcasing our Zoo pride and excellence in customer service.

If you are interested in this exciting opportunity to be a team member at a well-renowned Zoo in the New England area, send a cover letter, resume and salary requirements to the address below.

Roger Williams Park Zoo
ATTN: Controller
1000 Elmwood Ave
Providence, RI 02907

-or-
employment@rwpzoo.org