Omega Community Development Corporation
Controller

**TITLE:** Controller  
**EFFECTIVE DATE:** 5/18/2023

**FLSA CLASSIFICATION:** Exempt, Salaried  
**LOCATION:** Dayton, OH

**SALARY RANGE:** $80,000 – $100,000  
**POSITION TYPE:** Full time

**REPORTS TO:** Director of Finance & Administration

**ABOUT OMEGA CDC**
The Omega CDC is a 501(c)(3) non-profit organization established by the Omega Baptist Church in 1997. Our mission is to equip individuals, families, and children with resources, tools, and opportunities to break the cycle of generational poverty and achieve self-sufficiency through education, workforce development, and advocacy. With over 20 years of active involvement in the community, Omega CDC has developed a strong presence in Northwest Dayton and built a unique level of trust and familiarity with thousands of local residents and numerous community organizations. To strengthen and expand its impact, the Omega CDC has developed a multi-phased strategic plan to re-develop a 30-acre property in Northwest Dayton in collaboration with government, education, healthcare, and other nonprofit and social service agencies in Dayton and across Miami Valley. The multi-phase plan entails building a community center, the Hope Center for Families, opened in November 2021; a senior housing facility, the Omega Senior Lofts, which opened May 30, 2020; dedicated space for outdoor recreation; an amphitheater; and a worship center.

**ABOUT THE HOPE ZONE PROMISE NEIGHBORHOODS**
Motivated by the need to strengthen and sustain a measurably impactful system of change for 6,700 children and 3,400 families living in Northwest Dayton, the Hope Zone Promise Neighborhoods is an initiative that is premised in racial equity, informed by community engagement, and vitalized by continuous identification, assessment, and analyses of gaps and barriers to mitigate generational poverty.

**POSITION DESCRIPTION**
The Controller must have solid communication, technology, analytical, and management skills. Candidates should possess knowledge of all aspects of generally accepted accounting principles (GAAP). The controller will be responsible for the preparation of all financial statements, budgets reporting and forecasting plans. The controller will need a strong understanding of accounting, multi-tasking capabilities, and strong Excel skills. This position will report directly to the Director of Finance & Administration. The Controller must have experience with federal grant management and be able to maintain grant compliance and reporting, including outcome measurement and grant budgets—taking responsibility for meeting high standards of
effectiveness, timeliness, and completeness. The Controller will be responsible for overseeing the annual audit, Form 990s and any other compliance reporting.

**PRIMARY RESPONSIBILITIES**

- Planning, directing, and coordinating all accounting operational functions.
- Managing the accumulation and consolidation of all financial data necessary for the timely and accurate reporting of consolidated financial results.
- Coordinating and preparing internal and external financial statements for the Director of Finance.
- Coordinating activities of the external auditor.
- Providing management with information vital to the decision-making process and organizational management.
- Working with the Director of Finance to assess current accounting operations, offering recommendations for improvement, and implementing new processes.
- Evaluating accounting and internal control systems.
- Evaluating the effectiveness of accounting software and supporting database, as needed.
- Developing and monitoring business performance metrics.
- Overseeing regulatory reporting, frequently including tax planning and compliance.
- Develop and distribute financial reports for both funders and grantees who need detailed financial reports that allow them to track progress.
- Understand Federal Uniform guidance standards for grant management.

**QUALIFICATIONS**

- Bachelor’s degree required in Accounting or Finance, MBA preferred from an accredited institution or related fields such as Business, Accounting, or Finance.
- 5 – 7 Years of experience in Accounting/Finance.
- 3 – 5 Years of experience in grant management.
- CPA, Preferred, but not required.
- Ability to demonstrate initiative and motivation when working independently with participants, data entry, and with projects.
- Strong time management, organizational skills, and attention to detail. • Excellent computer skills (Microsoft Office and Google Office Suite).
- Proficient in Accounting Software- QuickBooks, Sage Intacct or Equivalent.
- Ability to work collaboratively with partners, colleagues, and participants.
- Working knowledge of generally accepted accounting principles (GAAP).

**LICENSURE OR CERTIFICATIONS REQUIRED:**

- Driver’s license, insurance, and operational vehicle are required. Travel may be frequent, including travel outside the Dayton area.
TYPICAL WORK HOURS:

Normal work hours are 8:30am – 5:30 pm, Monday through Friday. Some evenings and weekends will be required.

NON-DISCRIMINATION POLICY

Omega CDC shall not discriminate because of race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, military status, place of birth, age, marital status, or disability in any of its activities or operations. These activities or operations include actions against any employee, applicant for employment, subcontractor or vendor; or applicant for services, family, or child in its programs or activities. We are committed to providing an inclusive and welcoming environment for all families, children, and staff who are part of Omega CDC.