



## The Mountaineers

The Mountaineers is looking for a fulltime Controller to lead the financial management of one of the most recognized outdoor recreation and awareness clubs in North America. This 501(c)4 organization has approximately 10,000 members that participate in outdoor related activities, instructional courses and conservation within 7 branches across the Puget Sound region and enjoy the use of 5 club owned recreation properties and lodges.

### Purposes of The Mountaineers:

- To explore and study the mountains, forests and water courses of the Northwest and beyond
- To gather into permanent form the history and traditions of these regions and explorations
- To preserve by example, teaching and the encouragement of protective legislation or otherwise the natural beauty of the natural environment
- To make expeditions and provide educational opportunities in fulfillment of the above purposes
- To encourage a spirit of good fellowship among all lovers of outdoor life
- To hold real estate and personal property and to receive, hire, purchase, occupy, and maintain and manage suitable buildings and quarters for the furtherance of the purposes of the association, and to hold in trust or otherwise funds, received by bequest or gift or otherwise, to be devoted to the purposes of said association.

### Controller Role and Responsibilities

- Manage and lead accounting and finance operations.
- Provide review and oversight of processes and procedures of financial operations across branches, properties and The Mountaineers Foundation.
- Ensure accurate and timely financial reporting requirements are met for both internal and external entities.
- Manage the organization's renewal of employee benefits, 401(k) compliance and reporting, COBRA, and periodic review/update of policies and procedures.
- Ensure insurance adequately covers the Club and its activities and maintain Certificates of Insurance.

Responsibilities include but are not limited to:

- Oversee and manage all financial/accounting functions of the organization (G/L, A/R, A/P, P/R, taxes, inventory, fixed assets, internal & external reporting) including performing transactional tasks.
- Prepare consolidated financial statements in compliance with GAAP.
- Analyze and present financial reporting and analysis to the club's Board.
- Coordinate all cash management and banking relations.
- Coordinate interface with external regulatory, tax and CPA partners' annual financial statements review.
- Oversee maintenance and management of company financial systems.
- Work with Executive Director, Treasurer and Publisher to prepare annual budgets.
- Oversee accounting functions of The Mountaineers Books, including inventory, pre-publication costing, and COGS.

Applicant requirements include BS/BA in Accounting or Finance with a minimum of 7 to 10 years of experience, CPA preferred. Working knowledge of Solomon or Microsoft Dynamics products preferred. Proficiency in Microsoft Excel required.

This position is located at The Mountaineers building at Magnuson Park in Seattle. Salary level is \$65K to \$75k per year with full benefits, vacation and flextime. For more information, visit our website at [www.mountaineers.org](http://www.mountaineers.org). To apply, send resumes to [controllerjob@mountaineers.org](mailto:controllerjob@mountaineers.org).