



*From Homeless to Home*

**Inspirica, Inc.**  
**Assistant Controller**  
**Job Description**

Location: Stamford, CT  
Reports to: Vice President, Finance / Controller  
FLSA Status: Exempt

**About Us**

Inspirica is a mission-driven 501C3 organization dedicated to providing housing and comprehensive services to individuals and families experiencing homelessness. With multiple programs and diverse grant funding sources, we work to create sustainable solutions that empower our residents and strengthen our community.

**Position Overview:**

The Assistant Controller is a key member of Inspirica's 3-person finance team, playing a central role in the day-to-day accounting operations and ensuring the accuracy and timeliness of financial information. Reporting to the VP of Finance / Controller, this role offers a unique opportunity to contribute to a mission-driven organization by managing core accounting functions including monthly close, financial reporting, government grant accounting, and audit preparation.

This position requires strong accounting skills with an appetite for cross-functional collaboration. The role is ideal for a detail-oriented, solution-driven professional who enjoys improving processes, strengthening internal controls, and leveraging technology to enhance efficiency. This individual will contribute to a mission-aligned finance function that advances the organization's impact in the community.

**Principal Roles, Responsibilities and Duties:**

Monthly Financial Close & Reporting

- Partner with VP of Finance/Controller to lead the monthly close process, ensuring timely, accurate, and complete financial reporting that can support strategic decision making
- Prepare and analyze monthly internal financial statements, including budget-to-actual reporting and investigation of variances
- Perform account reconciliations (receivables, revenue, prepaids, accruals, and other balance sheet accounts) and investigate discrepancies
- Prepare journal entries (payroll, depreciation, investments, intercompany activity, accruals)
- Review general ledger activity, journal entries and account coding for consistency and accuracy
- Maintain the fixed asset register, including tracking additions and recording depreciation
- Support bookkeeper in preparing journal entries, troubleshooting questions, and maintaining accurate and consistent coding in the general ledger

## Government Grants & Compliance

- Ensure accurate tracking, allocation and reporting of government and foundation funding
- Prepare financial reports, invoices, and supporting documentation needed for vouching of government contracts and grants
- Oversee billing and collections across government funding sources to ensure that Inspirica receives grant funding and reimbursement in a timely manner
- Provide support and assistance to development and programs staff on grant budgets and reporting for government grants
- Monitor restricted funds and ensure compliance with donor and grant requirements
- Prepare required grant reports including quarterly HOPWA reports and invoices, and 8-month and year-end reporting to DOH and DHMAS

## Audit & internal Controls

- Lead preparation of supporting audit documentation including schedules, workpapers and schedule of functional expenses
- Lead preparation of annual Form 990 workpapers and supporting documentation
- Liaise with auditors on Inspirica's annual Organizational Audit and Single Audit
- Maintain Inspirica's audit readiness throughout the year by ensuring strong documentation and internal controls
- Strengthen and maintain internal control systems and accounting policies

## Budget

- Support annual budgeting and reforecasting processes by compiling data and assisting with budget templates
- Analyze historic data and spending trends to develop projections as well as potential cost savings and economies of scale
- Identify and investigate budget variances

## Systems & Process Improvement

- Support optimization of accounting systems (e.g. Quickbooks)
- Identify opportunities to improve efficiency, accuracy and reporting capabilities
- Assist in implementation of new financial tools, dashboards and other processes

## Cross-Functional Support

- Serve as a resource for budget managers, credit card holders, and employees regarding financial matters
- Provide support and assistance to development and programs staff on grant budgets, applications, and reporting for individual donors and foundations
- Identify opportunities to improve processes, organization, and efficiency within the finance function
- Other duties as assigned

**Education & Experience:**

- Bachelor's degree in accounting, finance or related field required, Master's degree or CPA preferred
- 5-7 years of progressive accounting experience, preferably in a non-profit organization
- Strong knowledge of nonprofit accounting, including restricted funds and grant reporting (with audit experience a plus)
- Understanding of allocation methodologies
- Proficient in QuickBooks Online and advanced proficiency in Microsoft Excel.
- Experience with Raisers Edge and Financial Edge a plus

**Skills & Attributes:**

- Customer-service orientation, with patience to explain financial concepts and implications to staff across the organization including senior staff and non-finance staff
- Appetite for leveraging technology to simplify, streamline and automate financial processes
- Superior analytical skills with attention to detail and accuracy
- Strong written and oral communication
- Strong project management skills, with ability to manage multiple priorities
- Self-starter, takes initiative, can work independently with direction from senior team members
- Ability to exercise discretion and maintain confidentiality of sensitive information
- Supervisory experience a plus

**Compensation and Benefits:**

Salary Range: \$75K-80K

Location: This position requires 4 days in the office in Stamford, CT, with 1 remote day

Inspirica is proud to offer a comprehensive program of benefits designed to serve the diverse needs of our workforce. Benefits include:

- Medical, Dental & Vision Insurance
- Health Savings Accounts (HSA) & Flexible Spending Accounts (FSA)
- 403(b) Retirement Plan
- Short-term and Long-term disability, Life Insurance, AD&D
- 24 days of Paid Time Off (including vacation time and sick time)
- 11 days of Paid Holidays (including 1 Floating Holiday)