



Job Description

Part-Time Controller

Stamford, CT/Hybrid – Part-time, 10 to 15 hours per week, \$55/hour

In this role, the successful candidate will serve as a strategic partner in the accounting and financial operations of the Stamford Partnership. The Controller will make recommendations, influence decisions, track financials, and maintain records that will maximize value for the nonprofit and uphold standards of strong financial stewardship.

Responsibilities:

- Work with the financial team to develop, implement, and maintain financial controls and guidelines
- Assist in the month-end and year-end close process with a focus on efficiency, accuracy, and timeliness
- Assist with developing, approving, and maintaining annual and monthly budgets
- Maintain monthly rolling cash flow sheet, including tracking restricted funds
- Complete periodic regulatory filings
- Assist with annual audit
- Track grant reporting and personnel functional expenses
- Participate in continuous improvement projects including process improvements and technology implementation
- Conduct financial research as needed

Desired experience:

- Bachelor's degree in accounting, finance, or related field
- Experience in accounting and/or controller roles with nonprofit organizations
- Strong fundamental business technical skills, including strong Excel skills
- Excellent attention to detail and analytic skills
- Strong interpersonal skills and ability to work well in a team environment and independently

About us: The Stamford Partnership is a public-private-partnership working to enhance the quality of life for those who live and work in Stamford, Connecticut. The Partnership is part convener, part think tank, part incubator. It brings together a wide spectrum of constituencies and stakeholders to identify needs, resources and opportunities to engage leadership and

prompt action to improve the city's quality of life. It is a catalyst for debate and discussion, and initiates civic projects through public, community, and private sector collaborations.

The Stamford Partnership is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.

To apply: Please submit a resume to Kevin Peraino at kevin@stamfordpartnership.org.