



YEP IS HIRING!

The Youth Empowerment Project (YEP) is a community-based, 501(c) 3 non-profit organization that provides an array of mentoring, educational, employment training, case management and enrichment programming to underserved youth and young adults in the Greater New Orleans region. YEP strives to always provide the highest quality services to all of our youth and their families.

In 2014 YEP celebrated our 10 year anniversary. Since 2004 YEP has proven to be on the cutting edge of progressive programs for underserved, court-involved, and out-of-school youth. Some recent highlights recognizing YEP's work include:

- Receiving the Greater New Orleans Foundation's IMPACT 100 award
- NOPLAY Graduate and YEP employee Darren Alridge named one of *Gambit's* "40 Under 40" New Orleanians (2013)
- YEP staff were invited to participate in the first ever "Tech Meet Up" at the White House
- YEP currently holds two seats on the City Council appointed New Orleans Children and Youth Planning Board
- Among the accolades she has received, YEP's Executive Director was recognized as *Gambit's* New Orleanian of the Year (2017); a Zurich Classic Community Impact Awardee (2015); a Young Leadership Council Role Model (2014); the St. Michael's University School Alumnus of the Year (2014); a City Business Woman of the Year Honoree (2012); the James G Wright McGill Alumnus Awardee (2009); and one of *Gambit's* "40 under 40" New Orleanians (2007)

YEP is looking for a Controller to balance out our team and further our good work.

The Controller will share our Core Values:

RESPECT	YEP believes all people have value and should be treated with dignity.
INTEGRITY	YEP is honest and sincere.
PROGRESS	YEP believes in ongoing learning and innovation.
KINDNESS	YEP is caring and generous.
ACCOUNTABILITY	YEP is responsible to its participants, families, community, donors and other stakeholders.

The Controller will oversee all financial aspects of a growing and dynamic non-profit organization. This includes maintaining accounting records, external audits, policy development and implementation, organizational, grant, and program level budgeting, accounts payable and receivable and payroll. The Controller will work closely with the Executive Director, Director of Operations, and Board Treasurer to lead all day to day finance operations at YEP while also ensuring correct systems and procedures are in place to support effective programs.



The Controller's key responsibilities include:

- Develop and maintain timely and accurate financial reports in accordance with generally accepted accounting principles (GAAP)
- Work closely with Executive Director and senior staff to create organizational and program specific budgets
- Monitor and analyze monthly operating expenses against annual budget. Interpret financial data and recommend changes to improve systems, financial performance, and reporting
- Coordinate and oversee all audit activity. Ensure compliance with local, state, and federal financial reporting requirements
- Work closely with Development team to develop budgets for grant proposals, and complete and submit all donor financial reporting
- Manage accounts payable, accounts receivable, and bank account reconciliations
- Work with Director of Operations to ensure organizational success through cost analysis support and compliance with contractual and programmatic requirements

Qualifications include:

- Bachelor's Degree in Accounting, Finance, or a related field; Master's Degree or CPA preferred
- At least 5 years professional accounting experience
- Nonprofit accounting experience highly preferred
- Knowledge and firm grasp of generally accepted accounting principles (GAAP)
- Knowledge of QuickBooks preferred
- Strong commitment to YEP's mission, vision and core values
- Ability to be flexible and adapt to last minute assignments or changes
- Team player who can lead as well as pitch in where needed
- Attention to detail, accuracy, adherence to deadlines, and the ability to manage multiple priorities
- Outstanding organizational skills with the ability to process workflow in a fast paced, deadline driven environment
- Ability to translate complex financial concepts and issues to individuals at all levels, including non-finance staff
- Strong commitment to the city of New Orleans and its citizens
- Enthusiastic and high energy with the ability to work well in a demanding and dynamic environment

This is a full-time position. Salary is commensurate with experience and includes an excellent benefits package.

How to Apply:

Qualified applicants must submit a cover letter and resume in order to be considered for this position. All materials should be emailed to Megan Faunce at jobs@youthempowermentproject.org.