



## Employment Opportunity

**POSITION:** Controller  
**LOCATION:** Chicago, IL  
**REPORTS TO:** Chief Operating Officer & Chief Financial Officer  
**COMPENSATION:** Commensurate with Experience

### **ABOUT US:**

Nuestros Pequeños Hermanos (NPH) means "Our Little Brothers and Sisters" in Spanish. NPH transforms the lives of vulnerable children in Bolivia, the Dominican Republic, El Salvador, Guatemala, Haiti, Honduras, Mexico, Nicaragua, and Peru. Together, we help children overcome poverty and become productive, caring leaders in their own communities. Founded in 1954 by Father William Wasson, NPH is supporting nearly 8,000 children, both inside and outside our homes, ensuring they have a safe and nurturing place to live, an education, clothing, healthcare, and a strong family support system. In addition, NPH's St. Damien Pediatric Hospital in Haiti is the only pediatric medical facility in the entire nation of 11.5 million people, employing more than 500 Haitians and serving thousands of children and expectant mothers each year.

NPH USA, a fundraising organization for NPH International, is headquartered in Chicago with regional fundraising offices across the US. NPH International is headquartered in Mexico, with other fundraising offices across Europe and the Americas.

### **Mission**

NPH USA connects supporters' passions and interests to the transformational work of Nuestros Pequeños Hermanos impacting the lives of children, families and communities in Latin America and the Caribbean.

### **Vision**

We envision a world where vulnerable children, families, and communities have access to the resources and opportunities they need to thrive.

### **Organizational Imperatives**

- Honor Donor Relationships
- Fulfill Commitment to NPHI
- Live the Values of Fr. Wasson

### **Values**

- Show **GRATITUDE** in all we do
- Foster authentic **RELATIONSHIP** and true connection
- Act with **INTEGRITY** always
- Accept **RESPONSIBILITY** for our mission and our commitments
- Work in **COLLABORATION** to achieve more together
- Operate with **TRANSPARENCY** and honesty
- Embrace **DIVERSITY, EQUITY and INCLUSION**, building a better organization and a better world

## **BENEFITS:**

At NPH USA, we're deeply committed to both our mission and the people who help drive it forward. Our benefits plan is designed to support and empower our dedicated team with competitive offerings, including comprehensive medical, dental, and vision packages. We provide cell phone reimbursement, life insurance, and a 403b plan with a generous company match to help you plan for the future. We believe in the importance of work-life balance, which is why we offer a generous paid time-off program to help you recharge and thrive. At NPH USA — we foster a community of passionate individuals who are supported, valued, and equipped to make an impact.

## **POSITION SUMMARY:**

The Controller leads the organization's day-to-day financial operations, ensuring the accuracy, integrity, and timeliness of all financial reporting. This role safeguards regulatory compliance, strengthens internal controls, and upholds sound fiscal management practices across the organization. Through strategic financial analysis and clear communication, the Controller provides leadership with actionable insights that support decision-making, long-term planning, and organizational transparency.

## **PRIORITIES AND RESPONSIBILITIES**

### **Financial Management**

- Contribute to the development of the annual operating budget and provide ongoing monitoring and forecasting of revenue, expenses, and cash flow to support informed financial decision-making.
- Oversee core accounting operations, including gift processing, accounts payable and receivable, payroll, and general ledger maintenance.
- Ensure accurate processing, accounting, and acknowledgment of donor contributions in accordance with nonprofit accounting standards and stewardship best practices.
- Prepare timely monthly, quarterly, and ad hoc financial reports for executive leadership and the board, delivering clear insights that strengthen organizational planning and oversight.

### **Financial Reporting & Compliance**

- Produce accurate and timely consolidated financial statements, including income statements, balance sheets, and cash flow reports for NPH USA and the Fr. Wasson Legacy Endowment.
- Ensure full adherence to GAAP, nonprofit financial reporting standards, and all applicable regulatory requirements.
- Coordinate the annual audit process and collaborate with external auditors to address findings, strengthen internal controls, and support continuous improvement.

### **Internal Controls & Policies**

- Establish and oversee internal control systems to reduce financial risk and safeguard organizational assets.
- Develop, implement, and maintain comprehensive financial policies and procedures that promote transparency, consistency, and accountability across the organization.
- Conduct regular internal audits to assess compliance, identify irregularities or inefficiencies, and recommend corrective actions to strengthen financial operations.

### **Fund Management**

- Partner with Donor Relations to verify gift documentation, confirm donor intent, and ensure accurate allocation of restricted funds.
- Collaborate with Donor Relations and International Engagement teams to develop grant proposals and high-quality impact reporting.
- Track, manage, and monitor grant funding to ensure compliance with donor requirements and deliver timely, accurate reporting.

**DESIRED TRAITS AND COMPETENCIES:**

- Bachelor's degree in Accounting, Finance, or a related field; CPA credential strongly preferred.
- Minimum of 7 years of progressive experience in accounting or financial management, with nonprofit experience highly desirable.
- Comprehensive knowledge of GAAP and nonprofit financial reporting standards.
- Proven track record managing annual audits, strengthening internal control systems, and developing or refining financial policies.
- High proficiency with accounting platforms and financial reporting tools, including the ability to streamline processes, enhance data integrity, and support data-informed decision making.
- Exceptional analytical, organizational, and communication skills, with a commitment to accuracy, transparency, and collaboration.

**How to Apply**

Send resume and cover letter to [recruiting@nphusa.org](mailto:recruiting@nphusa.org). Please no phone calls or outside agencies. NPH USA is an Equal Opportunity Employer. We value diversity in the workplace and encourage applicants from all backgrounds.