



**POSITION:** Controller

**Position Type:** Exempt

**Position Status:** Full Time

READING TERMINAL MARKET IS ONE OF PHILADELPHIA'S MOST DYNAMIC AND DIVERSE PUBLIC SPACES. THE MARKET IS HOME TO 80 SMALL FAMILY-OWNED BUSINESSES AND HAS BECOME PHILADELPHIA'S MOST VISITED SITE, AMONG LOCALS AND TOURISTS ALIKE, ATTRACTING OVER 5 MILLION VISITORS ANNUALLY. THE MARKET REMAINS A PRIMARY GROCERY SHOPPING DESTINATION FOR THOUSANDS OF CUSTOMERS. READING TERMINAL MARKET CORPORATION (RTMC) a 501(c)3 nonprofit MANAGES THE MARKET.

### **Job Summary**

Reporting to the RTMC CEO/GM, the Controller will be responsible for the day-to-day administrative and financial management of the organization. The successful candidate will be a hands-on and collaborative manager with proven experience in accounting, budgeting, contract and grants management; compliance; payroll & benefits, risk management and office administration. This is a "hands on" role encompassing all accounting and administration for a leading nonprofit with over 20 employees and an annual budget >\$5 million.

### **Essential Duties, Responsibilities and Accountabilities:**

- Oversee and manage day to day functions of the organization, including supervision of RTMC's financial activities.
  - Oversee and manage financials of contracted services provided to RTMC
  - Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all segments, and oversee all financial, project/program and grants accounting.
  - Manage organizational cash flow and forecasting.
  - Oversee all accounts, ledgers, and reporting systems, ensuring compliance with applicable Generally Accepted Accounting Principles and regulatory requirements. Maintain internal control safeguards and coordinate all audit activities.
  - Implement a robust contracts management and financial management / reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
  - Update and implement all necessary business policies and accounting practices; update the finance department's overall policies and procedures manual.
  - Oversee risk management and legal activities, guarantee compliance with all relevant regulations by ensuring that all program-related functions are conducted in compliance with regulations of the IRS and other agencies to which RTMC is accountable.
  - Oversee payroll, health and welfare benefits including 401k program.



- Develop and implement new technical processes and systems that increase financial and operational efficiencies.

### **Qualifications**

- A leadership style that inspires confidence and encourages excellence and unfailing professional integrity.
- Ability to work a flexible schedule that may include occasional weekends. Work is primarily onsite with consideration to flex a portion of schedule virtually.

BA/BS degree in business, finance or accounting (CPA Preferred) nonprofit financial management or accounting preferred; commercial real estate accounting strongly preferred. Five or more years of experience managing all facets of an organization's accounting and financial reporting.

- Nonprofit accounting and management experience strongly preferred
- Commercial real estate accounting experience strongly preferred
- Experience with accounting/finance digital transformation strongly preferred
- Budgeting experience required
- Demonstrated skill in providing a high level of service to multiple customers, ideally in a nonprofit context, required
- Proficiency with accounting software, spreadsheets and data management systems required
- Experience working as part of a team delivering coordinated services highly desirable
- Excellent communication and problem-solving skills
- Ability to pay close and accurate attention to details
- Ability to juggle multiple tasks and priorities
- Ability to work in a fast paced, multi-cultural environment

### **PHYSICAL REQUIREMENTS:**

- Must be able to stand upwards of 4 hours.
- Must be able to tolerate a shared office environment (noise)

Primary Location: Reading Terminal Market  
1136 Arch Street #400  
Phila PA 19107

Organization: Reading Terminal Market Corporation

Expressions of Interest may be directed to: [info@readingterminalmarket.org](mailto:info@readingterminalmarket.org)