



Controller

The Public Relations Society of America (PRSA) is the nation's largest professional organization for public relations and communications professionals, serving more than 25,000 members across the United States. As a 501(c)(6) trade association headquartered in New York, PRSA advances the profession through professional development, ethical standards, and advocacy.

The PRSA Foundation is the charitable arm of PRSA, organized as a 501(c)(3) nonprofit. The Foundation supports scholarships, research, and diversity initiatives that strengthen the next generation of communications professionals. The Controller will serve as the primary financial steward for both entities, requiring fluency in multi-entity accounting and the regulatory distinctions between trade association and charitable foundation financial management.

Position Summary

The Controller is a senior financial leadership role responsible for the integrity, accuracy, and timeliness of all accounting and financial reporting activities across PRSA (501(c)(6)) and the PRSA Foundation (501(c)(3)). This position serves as the primary financial operations leader within the organization, overseeing the Director of Finance, Accounts Payable, and Accounts Receivable functions, and reporting directly to the Chief Operating Officer (COO).

The ideal candidate brings a minimum of 7 to 10 years of progressive accounting and financial management experience, including hands-on expertise in closing the books, producing financial statements, and managing multi-entity operations. Not for profit, private sector experience is strongly valued. A CPA designation is not required but value; demonstrated competency, professional track record, and financial acumen, integrity, capability are the priorities.

This is a fully remote, full-time exempt position. The Controller must be self-directed, highly organized, and capable of operating with a high degree of autonomy while maintaining close collaboration with the COO, executive leadership, and external auditors and advisors.

Reporting Structure

The Controller reports directly to the Chief Operating Officer and has supervisory responsibility over the following positions: Director of Finance, Staff Accountant, AP and Staff Accountant, AR

Key Responsibilities

Financial management & reporting

- Oversee the preparation and accuracy of monthly, quarterly, and annual financial statements for both PRSA (501(c)(6)) and the PRSA Foundation (501(c)(3)), ensuring timely delivery to the COO and executive leadership.
- Lead and own the full month-end and year-end close processes, including journal entries, account reconciliations, accruals, deferrals, and balance sheet review.
- Maintain the general ledger and chart of accounts for both entities, ensuring consistency, accuracy, and compliance with GAAP standards.



- Produce and deliver financial dashboards, variance analyses, and management reports that equip leadership with actionable financial intelligence.
- Ensure proper intercompany accounting and elimination entries between PRSA and the PRSA Foundation are maintained and documented.

Accounts Payable & Receivable Oversight

- Provide leadership and day-to-day guidance to the AP and AR staff, ensuring all invoices, payments, receivables, and collections are processed accurately and on schedule.
- Review payables for both entities; establish and enforce internal approval workflows and expense policies.
- Oversee member dues billing, event invoicing, sponsorship receivables, grant receipts, and any other revenue streams; ensure proper revenue recognition per organizational policy and GAAP.
- Monitor aging reports and escalate delinquent accounts as appropriate; recommend adjustments to allowances for doubtful accounts.

Budgeting & Forecasting

- Support the COO and Director of Finance in the annual budget development process for both PRSA and the Foundation, including departmental budgeting, endowments, and reserve analysis.
- Conduct rolling financial forecasts and cash flow projections; alert the COO to variances or risks to the financial plan.
- Develop and maintain multi-year financial models that support strategic planning and board-level reporting.

Audit, Compliance & Tax

- Serve as the primary internal point of contact for annual independent audits for both PRSA and the PRSA Foundation; prepare audit schedules, respond to auditor requests, and manage the PBC (provided by client) list.
- Coordinate preparation and filing of the Form 990 and 990-T (as applicable) for both entities in partnership with external tax advisors.
- Ensure ongoing compliance with nonprofit financial regulations, IRS requirements for 501(c)(6) and 501(c)(3) entities, state charitable registration requirements, and GAAP.
- Maintain and strengthen internal controls, financial policies, and procedures to safeguard organizational assets and ensure audit readiness year-round.

Treasury & Cash Management

- Manage organizational cash positions across both entities; oversee bank reconciliations, investment account tracking, and fund transfers.
- Monitor reserve fund balances, endowment accounts (Foundation), and restricted/unrestricted net asset classifications.
- Coordinate with banking partners and investment advisors as directed by the COO.

Team Leadership & Operations

- Supervise, mentor, and develop a team of three: Director of Finance, Staff Accountant, AP and Staff Accountant, AR
- Conduct regular one-on-one check-ins, set performance expectations, provide constructive feedback, and complete annual performance evaluations.



- Identify and implement process improvements, automation opportunities, and technology enhancements within the finance function.
- Serve as a resource and thought partner to the COO on financial matters, special projects, and organizational initiatives.

Qualifications

- **Required Experience & Education**
- Minimum 7 to 10 years of progressive accounting and financial management experience, with demonstrated advancement in responsibility over time.
- Proven, hands-on experience leading full-cycle month-end and year-end close processes, including reconciliations, accruals, and financial statement preparation.
- Experience managing or supervising accounting staff; demonstrated ability to lead, develop, and hold a team accountable.
- Nonprofit (501(c)(3) or 501(c)(6)) and private sector accounting experience equally valued.
- Bachelor's degree in Accounting, Finance, or a closely related field required.
- CPA not required but valued; a track record of demonstrated competency and results is the priority.

Technical Skills

- Proficiency with accounting software (e.g., QuickBooks, Sage Intacct, NetSuite, or comparable ERP); ability to evaluate and adopt new systems.
- Advanced proficiency in Microsoft Excel, including financial modeling, pivot tables, and data analysis.
- Familiarity with nonprofit revenue recognition, fund accounting, restricted vs. unrestricted net assets, and multi-entity consolidations is a strong advantage.
- Experience working with external auditors and supporting annual audit processes.
- Working knowledge of IRS Form 990 preparation and nonprofit regulatory compliance preferred.
- Proficient in the use of AI for financial analysis and reporting and willing to embrace agentic and cognitive AI solutions for process and control.

Work Environment & Remote Requirements

This position is fully remote. PRSA is committed to supporting its remote workforce with the tools, technology, and culture necessary for high performance. The following are expected of the Controller in a remote environment:

Maintain a dedicated, professional home office environment suitable for confidential financial work and video-based executive meetings.

Demonstrate consistent availability and responsiveness during core business hours.

Utilize PRSA's collaboration tools (video conferencing, project management, and accounting platforms) fluently and proactively.

Maintain the highest standards of data security and financial confidentiality when working with sensitive organizational and financial information.

Compensation & Benefits

Annual Salary Range: \$125K-145K commensurate with experience



Medical

Dental/Vision

Flexible Spending Account

Employer Paid Life Insurance

Employer Paid Long Term Disability

401k

Generous Paid Time Off

How to Apply

Qualified candidates should submit a resume and a brief cover letter describing their relevant financial leadership experience, including specific examples of month-end/year-end close management and any multi-entity or nonprofit accounting background. Applications should be addressed to PRSA Human Resources, email address: hr@prsa.org.

This position is only available for applicants residing (remote in) the following states: NY, NJ, PA, NC, SC, FL, CT and TX.

All application materials will be treated with strict confidentiality. Only candidates selected for screening will be contacted. PRSA reserves the right to close this posting at any time upon identification of a qualified candidate pool.