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*“Neighbor helping neighbor live with dignity and hope.”*

April 22, 2024

Steepletown Neighborhood Services is seeking an individual or company that has the credentials and experience to serve in the capacity for our Controller. The Duties of this position include the following:

1. Development of financial reporting for Finance Committee and Board of Directors
  - a. Reporting is based on Schedule of Reports document (please request from Operations Director if interested)
2. Development of funder/grant financial reporting
3. Assist with Child and Adult Care Food Program Reporting
4. Development of annual financial reporting as requested by the Client
5. Oversight of periodic payroll processing
6. Collaborate with Finance Committee and Leadership Team to develop the annual budget
7. Lead fiscal monitoring in collaboration with the Client
8. Supervision and coaching of finance department staff of the Client
9. Weekly touchpoint meetings with the Client

In case of a report being submitted late, that has an adverse financial consequence for Steepletown, this will be construed as a breach of contract and may be grounds for immediate termination of the contract. In addition the contracted Controller be held liable for any financial loss experienced by Steepletown as a result of a late submission of any report.

The contract will be in effect August 1, 2024 through July 31, 2025. If you choose to respond to this letter please include your hourly rate. If contracted, monthly invoices will be required detailing work accomplished for payment.

Please send all responses, or questions, to Santiago Gayton, Operations Direct, to [santiago@steepletown.org](mailto:santiago@steepletown.org) by June 17<sup>th</sup>, 2024.

Santiago Gayton, M.A.  
Operations Director  
Steepletown Neighborhood Services