



# NHRS

New Hampshire Retirement System

## NEW HAMPSHIRE RETIREMENT SYSTEM Career Opportunity

### Controller

Interested and qualified applicants please submit resumes  
to the NHRS Human Resources team via  
email at [careers@nhrs.org](mailto:careers@nhrs.org) or [apply online](#)

**Position Title:** Controller

**Date Established:** 10/25/2011

**Functional Area:** Finance Department

**Date of Last Amendment:** 5/19/2025

**Title of Supervisor:** Director of Finance

**NHRS Position Band:** N/A

**Collective Bargaining Unit Status:** Not In Unit

**FLSA Status:** Exempt

**Supervises:** Support staff within the finance functional area

#### SCOPE OF WORK:

Under the direction of the NHRS Director of Finance, administers and manages the general ledger accounting and finance functional area of NHRS, including reporting and audits. Responsible for timely and accurate preparation of NHRS financial statements and reports in accordance with Governmental Accounting Standards Board (GASB) pronouncements as well as Generally Accepted Accounting Principles (GAAP).

#### ACCOUNTABILITIES:

- Responsible for the operational and financial integrity of NHRS' general ledger accounting system, including the accurate and timely preparation of NHRS' monthly financial operating statements in accordance with GASB and other applicable recognized accounting standards.
- Plans, coordinates and prepares NHRS' Annual Comprehensive Financial Report (ACFR).
- Works directly with NHRS' external auditor to provide supporting schedules and other information for the completion of the financial audit. Also works directly with NHRS' actuaries and provides the actuarial extract data.
- Assists the Director of Finance with the preparation and monitoring of the NHRS operating and trust fund budgets.
- Prepares and provides various data and reports to the Director of Finance, NHRS Management Team, actuaries, Legislature, Board of Trustees, State Administrators and auditors as necessary.

- Reconciles various accounts in the general ledger software against internal and external sources in the NHRS' general ledger system.
- Serves as subject matter expert for GASB and other applicable financial reporting standards.
- Responsible for preparing, processing and issuing annual 1099R tax forms to retirees/beneficiaries. Review and oversight of all required annual and quarterly payroll tax forms required by the IRS.
- Responsible for posting the monthly annuity and vendor payrolls and issuing the related ACH and check files to the bank in a timely manner.
- Assists the Director of Finance to ensure cost- and operationally efficient policies and procedures are established for financial reporting and cash management functions of NHRS.
- Prepares and enters journal entries into general ledger software. Prepares monthly and annual financial statements and reports.
- Responsible for overseeing physical inventory for NHRS fixed assets including location of items, cost of items and related backup paperwork that shows method of purchase and related invoice.
- Recommends financial software solutions to meet organizational finance reporting needs; for the planning, procurement, implementation, maintenance and updating of financial software systems to meet organizational and reporting needs of the NHRS.
- Oversees Accounts Payable and Accounts Receivable and provides related information to the NHRS' custodial bank.
- Coordinates year-end schedule and process in preparation for fiscal year closing.
- Oversees technical research, service-related projects and processes, and systems testing.
- Actively participates on NHRS' management team, including development and implementation of strategic planning initiatives, collaborative problem-solving, and various project initiatives.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Other appropriate and related duties as assigned by supervisor.

#### **MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree from a recognized college or university with a major study in accounting, finance, business administration or economics.

**Experience:** Eight years of progressive work experience in accounting, auditing, or financial management and four years of managerial experience.

**License/Certification:** Valid driver's license preferred

#### **SPECIAL REQUIREMENTS:**

This position may require some in-state travel and the ability to work a flexible schedule, including periodic evening hours.

#### **RECOMMENDED KNOWLEDGE, SKILLS, AND TRAITS:**

- Strong, proven supervisory/managerial abilities. Ability to lead teams to meet deadlines and implement efficient and effective financial controls.

- Advanced working knowledge and understanding of accounting standards, principles, and procedures.
- Intermediate to advanced knowledge and experience with Microsoft software suite, general ledger financial software and tele-conference software.
- Strong mathematical abilities. Strength in applying established accounting methods to varied transactions. Ability to perform detailed work involving written and numerical data.
- Ability to prepare complete accurate accounting reports and statements of advanced complexity.
- Ability to communicate effectively and diplomatically with internal and external diverse constituents.

**PHYSICAL REQUIREMENTS:**

- The employee must have the ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state, and local standards.
- Communicate with others to exchange information (Constantly).
- Analyze accuracy, neatness, and thoroughness of the work assigned (Constantly).
- Requires computer responsibility, which involves extensive use of keyboard, mouse and monitor, and repeat motions that include the wrist, hands, and/or fingers (Constantly).

**WORK ENVIRONMENT/CONDITIONS:**

- Day-shift hours primarily, although overtime may be required to meet project deadlines.
- Physically able to participate in training sessions, presentations, and meetings.
- Work-related assignments on weekends are possible.