

St. Louis Mental Health Board Assistant Controller Job Posting

About MHB

Established in 1994, the St. Louis Mental Health Board (MHB) is a special taxing district in the City of St. Louis charged with collecting and distributing two separate property tax funds (Community Mental Health Fund and Community Children's Services Fund) for purposes consistent with Missouri State Statutes and approved by voters. Through our mission, MHB strategically invests in effective, equitable systems that improve behavioral health and expand opportunity for St. Louis City residents. MHB does not provide services directly but makes grants and other funding available to area nonprofits and government to provide direct behavioral health and prevention services to city residents.

Position Description

MHB is seeking a full-time Assistant Controller to support MHB's Controller in all aspects of the accounting and financial management of the St. Louis Mental Health Board. This role ensures the integrity of the financial reporting system and fulfills internal and external financial reporting requirements. Primary functions include compiling financial statements in accordance with GAAP and GASB, preparing and reviewing journal entries, preparing and reviewing account reconciliations, supporting payroll, identifying and designing process improvements, and developing and monitoring adherence to internal controls.

Essential Duties and Responsibilities

- Prepare, analyze, and interpret financial statements, reports, dashboards, and forecasts to ensure accuracy, compliance, and decision-useful information
- Oversee monthly/year-end close, journal entries, reconciliations, and general ledger maintenance
- Ensure accurate tracking, reporting, and compliance of restricted, unrestricted, third-party, and government grants
- Oversee daily accounting operations, including general ledger, accounts payable, accounts receivable, and tax filings
- Develop, monitor, and manage annual budgets and cash flow to ensure financial health including performing variance analyses
- Ensure compliance with tax laws and financial regulations
- Lead or coordinate internal and external audits including preparing and reviewing workpapers
- Develop, implement, and continuously refine accounting policies, procedures, and internal controls to strengthen accuracy, efficiency, and risk management
- Work with MHB's Leadership Team and other staff on financial planning and strategic decisions
- Support payroll and benefit accounting and review as needed
- Identify and design process improvements to bolster automation, efficiency, and scale
- Manage accounting staff, set performance goals, delegate tasks, and ensure deadlines are met
- Provide training or mentorship to direct reports

Qualifications

- Bachelor's degree in accounting, finance, or related field, plus 5-7 years of progressively responsible accounting experience, including leadership or supervisory responsibilities; strong preference for government, nonprofit, or public accounting experience; audit experience preferred
- Certified Public Accountant (CPA) required
- Working knowledge of GAAP and FASB standards, preference for knowledge of GASB
- Experience with generative AI for accounting applications preferred
- Experience with fund accounting for grant tracking and restricted third-party funding; experience with federal grant accounting and compliance (Uniform Guidance / 2 CFR Part 200) preferred
- Proficient in Microsoft Office with the ability to build, review, and maintain Excel-based allocation schedules and reports required
- Experience with Power BI, SQL, or other data management tools is a plus, but not required
- Proficiency in QuickBooks Desktop Enterprise accounting software required
- Strong ability to analyze financial data, identify trends, and make data-driven recommendations
- Meticulous attention to detail to ensure the accuracy of financial records and reports
- Exceptional written and verbal communication skills
- History of working cooperatively and effectively with agency personnel
- Ability to make objective, unbiased decisions grounded in data, policy, and professional judgment
- Excellent judgment and discretion in handling confidential and sensitive information
- Ability to independently move between work locations and settings as required

Compensation

The salary range for this full-time position is \$85,334 – \$119,468 with an exceptional benefit package.

To Apply

Please email the following using the subject line Assistant Controller: (1) cover letter, (2) resume, and (3) contact information for three professional references as **one** attachment to stlmhb@stlmhb.org no later than **5:00 PM, Friday, August 28, 2026.**

Equal Opportunity Employer

MHB maintains a policy of non-discrimination in employment and complies with and supports all federal, state, and local laws regarding discrimination in employment. Specifically, MHB does not discriminate in employment opportunities or practices on the basis of race, color, gender, religion, national origin, age, sexual orientation, citizenship status, pregnancy, mental or physical disability, veteran status, genetic information, or any other characteristic to the extent prohibited by federal, state or local law.