

St. Louis Mental Health Board Assistant Controller Job Posting

Position Description

The St. Louis Mental Health Board (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.

Qualifications

- Bachelor's degree in accounting, finance, or related field, plus 5-7 years of progressively responsible accounting experience, strong preference for government, nonprofit, or public accounting experience
- Audit and project management experience preferred
- CPA not required, but preferred
- Working knowledge of GAAP and FASB standards, preference for knowledge of GASB
- Experience with generative AI for accounting applications is a plus, but not required
- 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
- Self-starter requiring minimal supervision
- 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 and Benefits

The salary range for this full-time position is \$85,334 – \$119,468 with exceptional benefits including:

- Hybrid work environment
- Organizational culture that supports work/life balance
- Casual attire
- Professional development allowance
- Health, dental and vision insurance premiums 100% paid by MHB with an opportunity for employee to provide coverage for their dependents at employee's expense
- 20 days of Paid Time Off (PTO)
- 11 paid holidays
- Employer paid defined benefit pension plan
- Short-term disability, Long-term disability, and term life Insurance equivalent to annual salary
- Flexible Spending Account
- Personal cell phone reimbursement for business use
- Employer paid parking in underground garage located in office building

To Apply

To access the detailed job description go to <http://stlmhb.org/careers>. 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, September 18, 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.

About the St. Louis Mental Health Board

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.