

JOB DESCRIPTION

Controller

The **Controller** reports directly to the **Chief Operations Officer (COO)** and is responsible for overseeing all finance, accounting, and reporting activities within the nonprofit. The Controller collaborates closely with the senior leadership team and supports presentations to the board finance and audit committee.

Responsibilities:

1. **Finance and Accounting Leadership:**

- Oversee all accounts, ledgers, and reporting systems, ensuring compliance with appropriate **GAAP standards** and regulatory requirements.
- Maintain internal controls and safeguards for revenue collection, costs, and program budgets.
- Oversee contract billing.
- Coordinate all audit activities.
- Analyze financial data consistently and present accurate monthly, quarterly, and annual financial statements.
- Keep senior leadership informed about the nonprofit's financial status.

2. **Supervision and Team Management:**

- Supervise a team of accounting professionals, including functional responsibility over accounting, accounts payable, accounts receivable, and grants administration.
- Ensure effective program implementation by having the necessary systems and procedures in place.
- Conduct flawless audits to maintain financial integrity.

3. **Collaboration with Program Leaders:**

- Work closely with program leaders and their staff to educate them on finance and accounting procedures.
- Explore how the finance function can support program operations.

4. **Integration of Functions:**

- Partner with the CEO/COO, senior leadership, and human resources (HR) and information technology (IT) staff to enhance and better integrate finance, HR, and IT functions.

Qualifications:

- Bachelor's degree in accounting, finance, or a related field (Master's degree preferred).
- Certified Public Accountant (CPA) designation is advantageous.
- Strong knowledge of nonprofit accounting and governance
- Proven experience in financial management, accounting, and reporting.
- Strong knowledge of Office of Management and Budget (OMB) requirements, especially for federal funding.
- Excellent team management and communication skills.
- Minimum one year of sobriety and/or abstinence if applicable, 2-5 years preferred