

Job title *Controller*

Reports to *Divisional Team Leader*

Job purpose

Reporting to the Divisional Team Leader, the Controller will be responsible for oversight of all finance, accounting and reporting activities. The Controller will be involved in supporting presentations to the Board and will work closely with the executive leadership team.

The Controller will lead finance operations and supervise accounting, accounts payable, accounts receivable, and payroll. The Controller will ensure that CLUB1040 supports effective program implementation and conducts flawless audits. The Controller will work closely with Team Leaders and their staffs.

In addition, he or she will partner with senior leadership, and the Human Resources (HR).

Duties and responsibilities

Finance and Accounting Leadership

- Oversee all accounts, ledgers, and reporting systems, ensuring compliance with appropriate GAAP standards and regulatory requirements.
- Maintain internal control and safeguards for receipt of revenue, costs, and program budgets and actual expenditures.
- Coordinate all audit activity.
- Consistently analyze financial data and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitor progress and all changes, keeping senior leadership abreast of CLUB1040's financial status.
- Assist CLUB1040's leadership in the annual budgeting and planning process; administer and review all financial plans, comparing actual results with a view to identify, explain, and correct variances as appropriate.
- Support the Operations Divisional Leader in engaging the board's audit and finance committees around issues and trends in financial operating models and delivery.
- Oversee all financial projects, programs and grant accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collate financial reporting materials for government, corporate, and foundation grants.
- Manage organizational cash flow forecasting, by working in partnership with the program vice presidents; continuously collaborate with program vice presidents to assess the financial efficacy of program operations and establish finance and administrative systems to support program operations.
- Manage and track the performance of invested assets in keeping with policies and investment guidelines.

Team Leadership

- Leverage strengths of the current finance team members, help to clarify roles and responsibilities and develop and implement training programs in order to maximize and reach optimal individual and organizational goals.
- Provide leadership in strengthening internal communications with staff at all levels throughout the organization; create and promote a positive and supportive work environment.

Qualifications

This is an extraordinary opportunity for a mature leader with seven to ten years of accounting and finance experience, ideally beginning in accounting and audit, followed by experience gathering, evaluating, presenting and reporting financial information to executive teams and external stakeholders. He or she will ideally have experience in a complex nonprofit that has multiple programs.

Other qualifications include:

- Personal qualities of integrity, credibility, and unwavering commitment to CLUB1040's mission; a proactive, hands-on strategic thinker who will own their decisions, while partnering with the Operations Divisional Leader.
- Minimum of a BA; CPA and/or MBA preferred
- Solid experience coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll, and accounting for investments
- A track record in grants management as it relates to compliance and reporting of government, corporate and foundation grants is essential
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; advanced knowledge of accounting and reporting software
- Commitment to recruiting, mentoring, training, and retaining a diverse team; the foresight and ability to delegate accordingly
- Keen analytic, organization and problem solving skills, which allows for strategic data interpretation versus simple reporting
- Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to senior management, board or other outside partners
- Ability and desire to translate complex financial concepts to individuals at all levels, including finance and non-finance managers

Working conditions

This position requires the Controller to attend meetings with senior peers and work flexible hours at the CLUB1040 office and from home.

Physical requirements

This job requires working on computers, sitting for long periods of time

Direct reports

Responsible for management of office volunteers.

Approved by: *Divisional Leader, Missions Outreach*

Date approved: *July 11, 2016*

Reviewed: *July 11, 2016*