

(Salary \$150,000-\$185,000)

The Controller reports to the Chief Financial Officer (CFO). S/he is responsible for providing oversight of accounts payable, accounts receivable, general ledger, and for relevant aspects of the month-end close, and annual audit process, as well as various recurring governmental reporting requirements.

ESSENTIAL DUTIES & RESPONSIBILITIES

Finance Responsibilities – primary

- Provide leadership for and direct management of accounts payable, accounts receivable, and general ledger employees and their functions.
- Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements.
- Coordinate annual audit and serve as the main point of contact with auditors.
- Manage organizational cash flow needs. This includes monitoring daily cash, transferring funds to/from investment accounts as necessary, and forecasting cash/liquidity positions.
- Serve as the main point of contact for banking and investment relationships.
- Monthly close: Establish close schedule and review monthly financial results in coordination with department leadership team.
- Act as decision maker for any accounting related issues; research proper accounting treatment as necessary.
- Communicate with the Audit Committee, Finance Committee, and Investment Subcommittee; prepare and present materials at quarterly meetings. Act as scribe for the minutes of such meetings.
- Review and analyze accounting department procedures and implement improvements when appropriate. Update the Accounting Policy & Procedures Manual as necessary.
- Review and analyze financial procedures in program operations to ensure proper controls are in place.
- Review outgoing payments prior to release.
- Review and approve reconciliations of direct reports and as assigned.
- Complete and submit various annual regulatory reports and filings.
- Review and approve federal and state surveys and tax returns.
- Administer credit card system.
- Serve as primary or back-up administrator for Finance Department SaS.
- Communicate with administrative department and program staff regarding accounting issues.
- Review semi-monthly payroll, noting any anomalies that require follow-up before payroll is finalized for the pay period.
- Provide financial information and reports to Grants team to support their endeavors.
- Support the Planning and Budget Manager in the annual budgeting and planning process.
- Present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitor progress and changes and keep CFO

abreast of Catholic Charities' financial status.

- Support the CFO in engaging the board's audit and finance committees around issues and trends in financial operating models and delivery.

Finance Responsibilities – other

- Work on special projects independently, demonstrating the ability to define a problem, initiate relevant analyses and produce concise and well-documented recommendations.
- Responsible for ongoing professional growth and development. Share expertise with other department members.

Supervisory / Management responsibilities

- Responsible for managing a current staff of three direct reports and a total of nine staff.
- Maintain effective communication across organization lines and have contact with all levels of employees.
- Work closely and collaborate with other Finance Department team members.
- The position requires effective communication with executives, board members, and program / departmental staff.
- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience:

- Bachelor's degree with a major in Accounting and/or Finance and 15 years of experience in Accounting. CPA a plus.
- 10 years of experience supervising staff accountants.
- 10 years accounting experience with either budget management responsibility or broad responsibilities for overall financial reporting activities, non-profit experience a plus.
- 5 years of experience serving as the administrator of a financial reporting system, proficiency with Blackbaud's Financial Edge a plus.

Knowledge, Skills & Abilities:

- Knowledge of non-profit industry accounting desirable.
- Sound knowledge of generally accepted accounting principles and demonstrated ability to apply them.

- Ability to prepare monthly financials statements, including consolidation of affiliates, for management and board committees.
- Skilled at analyzing reconciliations and schedules for annual audit and IRS form 990.
- Positive, energetic, optimistic attitude and willingness to embrace a “whatever-it-takes” mantra while being a committed, strong team player.
- Knowledge of and experience in implementing systems, ongoing maintenance and upgrades.
- Excellent problem solving skills, presentation skills, and leadership skills.
- Outstanding verbal and written communication skills for working with all levels within the organization.
- Thorough understanding of revenue cycles, reimbursement and release of net assets into operations.
- Excellent communications skills; both oral and written to interact with all levels within the organization.
- Strong analytical skills.
- Ability to produce detail-oriented work, meet deadlines, set priorities, and perform with minimum supervision.
- Ability to effectively schedule annually recurring events related to audit, external reporting and internal messaging.
- Ability to be an effective manager within a culturally diverse setting.
- Demonstrate the necessary attitudes, knowledge and skills to deliver culturally competent services and work effectively in cross-cultural situations.

Clearances Required Prior to the First Day of Employment:

Fingerprinting

Clearance: **Required**

TB Screening -

Negative Tuberculosis Test: **N/A**

First Aid

Certificate: **N/A**

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Occasional bending, standing, stooping, kneeling, reaching, twisting, and walking.
- Occasional lifting, pushing, and pulling.
- Occasional repetitive motions: Making substantial movements (motions) of the wrists, hands, and/or fingers

- Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.
- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and extensive reading.
- Driving is not required for this position.

WORK ENVIRONMENT

If driving a car is required for the position, incumbent must have a valid California driver's license and be able to provide proof of DMV record and personal insurance (if required.)

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Noise level in work environment is usually moderate in accordance with a typical office environment.
- Occasionally exposed to perfume or scents in personal care products used by employees and visitors.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

CATHOLIC CHARITIES IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER and is committed to providing equal employment without regard to race, color, creed, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, legal domicile status, veteran status, disability or AIDS/HIV status or any other characteristic protected under federal or state law.

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.