



Controller Job Description
(Nonprofit Finance and Operations Manager)

TO APPLY: SEND RESUME TO pcalzadilla@mowpb.org

Position Summary:

The nonprofit Controller is a key leadership role responsible for overseeing the financial management and operational functions of the organization. This position plays a critical role in ensuring the efficient and effective use of resources, maintaining financial stability, and supporting the achievement of the organization's mission and goals.

Key Responsibilities:

Financial Management

Budgeting and Financial Planning:

Develop and manage the organization's annual budget in collaboration with senior management and the board of directors.

Monitor and analyze budget performance, providing regular reports and recommendations for adjustments as needed.

Conduct financial forecasting and cash flow projections to support informed decision-making.

Financial Reporting and Analysis:

Prepare accurate and timely financial statements, including income statements, balance sheets, and cash flow statements.

Conduct financial analysis and provide insights to support strategic planning and resource allocation.

Ensure compliance with accounting principles, regulations, and reporting requirements.

Grants and Funding Management:

Oversee the financial aspects of grant applications, ensuring compliance with donor requirements and accurate budgeting.

Monitor grant budgets, expenditures, and reporting deadlines.

Coordinate with program staff to track grant spending and ensure proper financial documentation.

Audit and Compliance:

Coordinate and oversee annual financial audits and tax filings, working closely with external auditors.

Implement and maintain internal controls to safeguard assets and ensure compliance with financial policies and procedures.

Stay updated on nonprofit financial best practices and regulatory changes to ensure compliance.

Operations and Administration

Human Resources:

Oversee and manage HR functions, including employee onboarding, benefits administration, and personnel recordkeeping.

Ensure compliance with employment laws and regulations.

Collaborate with management to develop and implement HR policies and procedures.

IT and Systems:

Oversee IT infrastructure and systems, ensuring data security, network maintenance, and software licensing compliance.

Manage relationships with external IT vendors and consultants.

Support staff with technology needs and provide training as necessary.

Facilities and Office Management:

Manage office facilities, lease agreements, and vendor relationships.

Oversee procurement of equipment and supplies.

Develop and implement safety and security protocols.

Qualifications and Skills:

Bachelor's degree in finance, accounting, business administration, or a related field;

CPA or relevant professional certification is highly desirable.

Proven experience (4+ years) in financial management and operations, preferably within a nonprofit organization.

Demonstrates leadership and management skills

Strong knowledge of nonprofit accounting principles, financial reporting, and compliance.

Proficiency in QuickBooks software.

Experience managing grants and working with donor-funded programs.

Knowledge of HR best practices and employment laws.

Familiarity with IT systems and infrastructure management.

Excellent analytical and problem-solving skills.

Strong attention to detail and accuracy.

Effective communication and interpersonal skills.

Ability to work collaboratively and lead a team.

Capable of multi-tasking to meet the needs throughout the day

Passion for the mission