



Tomorrow begins today.

Embrace. Educate. Empower.

The Fuller Center provides affordable childcare and well-rounded support system with comprehensive, family-centered care

MISSION

To embrace, educate, and empower hardworking, under-resourced families and children to achieve their full potential.

VISION

To be the leading organization providing access and opportunities for all children and families to help build a strong and vibrant community.

Title: Nonprofit Controller

Hours: Full Time/ Exempt

Reports to: CFO

Description/Overview: The Nonprofit Controller plays a crucial leadership role in the financial management and oversight of a nonprofit organization. This position is responsible for maintaining accurate financial records, ensuring compliance with regulatory requirements, and providing strategic financial guidance to support the organization's mission and goals.

RESPONSIBILITIES/JOB DUTIES:

1. Financial Management

- Oversee the day-to-day financial operations of the nonprofit organization
- Develop and implement financial policies and procedures to ensure sound fiscal management
- Manage budgeting processes, working closely with department heads to develop and monitor budgets

2. Accounting and Reporting

- Maintain accurate and up-to-date financial records using QuickBooks and Microsoft Suite/Excel
- Prepare and analyze financial statements, including income statements, balance sheets, and cash flow statements
- Generate regular financial reports for internal and external stakeholders, providing insights into the organization's financial health

3. Compliance and Audit

- Ensure compliance with relevant accounting standards, tax regulations, and nonprofit reporting requirements
- Coordinate and facilitate external audits, working with auditors to provide necessary documentation and address any audit findings

4. Grant Management

- Oversee the financial aspects of grant applications, including budgeting, reporting, and compliance
- Work closely with program managers to track and report on grant expenditures

5. Financial Planning and Strategy

- Collaborate with executive leadership to develop long-term financial strategies aligned with the organization's mission and goals
- Provide financial analysis and insights to support decision-making processes

6. Team Management

- Supervise and mentor finance and accounting staff, fostering a positive and collaborative work environment (as demonstrated by proven track record in effective supervision and mentorship)
- Conduct regular performance evaluations and professional development opportunities for finance and accounting team members

7. Risk Management

- Identify and mitigate financial risks by implementing internal controls and best practices
- Develop and maintain a comprehensive risk management strategy for the organization

8. Relationship-Building

- Build and maintain strong relationships with banks, donors, auditors, and other key stakeholders
- Serve as a financial liaison between the organization and external partners
- Other duties as assigned

EDUCATION/EXPERIENCE/QUALIFICATIONS

1. Education

- Bachelor's degree in accounting, finance, or a related field
- Not For Profit experience

2. Experience

- Track record of success in a senior finance role demonstrating effecting nonprofit financial management, including grant accounting and compliance

3. Skills and Abilities

- Comprehensive knowledge of nonprofit accounting principles, financial reporting, and compliance requirements
- Excellent analytical and problem-solving and strategic thinking skills
- Proficiency in financial software, QuickBooks, and Microsoft Excel
- Excellent leadership and team management abilities
- Effective communication and interpersonal skills
- Ability to work collaboratively in a team and lead financial initiatives

4. Values

- Commitment to the organization's mission and values
- High ethical standards and integrity

SALARY & BENEFITS

- Highly competitive, market-based compensation with health and retirement benefits
- Fuller Center is an equal opportunity employer and a drug-free workplace

TO APPLY

Email your résumé to Jobs@fullrcenterfl.org. Include a cover letter describing the following:

- Why are you choosing to pursue this position?
- What expertise and experience uniquely qualify you to lead the organization?
- What you hope to contribute to the organization and those it serves?
- Which version of QuickBooks do you have experience with? (desktop/online)