



Abode Services, one of the largest and effective nonprofits working to end homelessness in the Bay Area, is seeking a dynamic **Controller** to serve as an integral member of the finance management team and provide 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. The Controller will also manage the finance department to produce favorable financial outcomes, as well as having support other organizational and administrative functions that are directly and/or indirectly related to financial activities. Reporting to the Chief Financial Officer (CFO), the Controller will work closely with the CFO, finance team, and other managers as well as the Executive Director, to ensure the overall fiscal health of the organization. This full-time, exempt position is a great opportunity for a results-driven, strategic senior leader who is enthusiastic about being part of a high-impact, growing organization.

Responsibilities:

Financial (primary duties)

- Serve as the internal finance leader and responsible for all day-to-day financial activities, providing leadership and management consistent with agency mission and core values
- Develop and maintain systems of internal controls to safeguard financial assets of the organization and oversee federal awards and programs. Oversee the coordination and activities of independent auditors, ensuring all A-133 audit issues are resolved and all 403(b) compliance issues are met, and preparation of the annual financial statements is in accordance with U.S. GAAP and federal, state and other required supplementary schedules and information.
- 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 changes updating in regular reports to the CFO, ED and Board of Directors on the financial status of the organizations.
- Manage organizational cash flow forecasting; continuously collaborate with program and departmental staff to assess the financial efficacy of program operations and establish finance and administrative systems to support program operations.
- Assist the Director of Financial and Budget Analysis in the annual budgeting and planning process, as well as with the review of all financial plans and compare to actual results with a view to identify, explain, and correct variances as appropriate.
- Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements.
- Support the CFO in engaging the board's audit and administration committees around issues and trends in financial operating models and delivery.
- Provides leadership for and direct management of accounts payable, accounts receivable, general ledger employees and volunteers assigned to the department.
- Oversee all financial, project/program and grants 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, working in concert with Contracts Manager.

- Oversees the maintenance of the agencies accounting systems to ensure the optimum efficiency and capacity of the automated system, controls system access and permissions. Includes implementation of software upgrades.
- Coordinates annual audit and serves as main point of contact with auditors.
- Main point of contact for banking relationships, administer credit card systems for agency purchases.
- Reviews weekly and monthly accounts payable checks for submittal for signature, approves reconciliations of direct reports, federal and state surveys and tax returns.
- Regularly attends and creates notes for the Administration and Audit committees of the Board of Directors.
- Works on special projects independently, demonstrating the ability to define the problem, initiates relevant analyses and produces concise and well-documented recommendations.

Supervisory / Management

- Supervise six accounting staff positions and lead a high performance team; attract, recruit and retain required members of the team; and provide mentoring to team members.
- The position ensures proper management by communication with executives, board members, and program / departmental staff.
- Outside of the organization, maintains ongoing and close working relationships with government and non-profit partners.

Qualifications

- BA degree in Accounting and/or Finance and 10 years of experience in Accounting. CPA preferred.
- 5 years of experience supervising staff accountants.
- Experience with significant budget growth environments.
- Demonstrated capacity in developing staff (both seasoned and new), providing oversight to include regular progress reviews and plans for improvement.
- Hands-on management style with integrity and a desire to work in a dynamic environment.
- Effective verbal/written communicator with ability to build strong relationships, experience leading diverse work teams, developing and implementing organization-wide strategies for program excellence, engaging community partners, and partnering with the Executive Director and a board of directors.
- Strong analytical skills.
- Passion for Abode Services' mission, demonstrates integrity, strives for excellence in her/his work, and a sense of humor.

Notice: This description is to be used as a guide only. It does not constitute a contract, commitment or promise of any kind. Abode Services reserves the right to change, add, delete, upgrade or downgrade the position as dictated by business necessity at anytime with or without notice.

Abode Services is an Equal Opportunity Employer/Drug Free Workplace