



## Controller

### **General Overview:**

The Controller will lead all day-to-day finance operations with a budget of over \$6 million, including functional responsibility for accounts payable, accounts receivable, budget creation and annual audit leadership. The Controller will ensure that Samaritan's Feet has the systems and procedures in place to support effective program implementation and conduct flawless audits. The Controller will work closely with program leaders to educate them regarding finance and accounting procedures and to provide timely financial reporting of results against budget.

### **Responsibilities:**

#### **Finance and Accounting Leadership**

- Oversees all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements.
- Maintains internal controls and safeguards accurate receipt and recording of revenue, costs, and program budgets in QuickBooks and Bloomerang CRM.
- Manages organizational cash flow including effective forecasting by working in partnership with the department managers to anticipate changes in revenue and expense against budget.
- Leads the reporting of all aged accounts payable, providing staff members with necessary documentation of invoicing and pledge data.
- Leads all audit activity.
- Consistently analyzes financial data and presents financial reports in an accurate and timely manner; clearly communicates monthly, quarterly, and annual financial statements; monitors progress and changes keeping senior leadership aware of Samaritan's Feet financial status.
- Assists COO with annual budgeting and planning process; administers and reviews all financial plans and compares actual results with a view to identify, explain, and correct variances as appropriate.
- Supports the COO in preparation for all board of directors' meetings and finance committee meetings, including flagging issues and trends in financial operating models and delivery.
- Oversees all required grants accounting; ensures that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collates necessary financial reports for all government, corporate, and foundation grants.
- Monitors and tracks the performance of invested assets keeping COO informed of material fluctuations in value.

#### **Leadership**

- Attends and provides financial reporting during leadership team meetings.
- Leverages strengths of the current finance team members, helps to clarify roles and responsibilities and develops and implements training programs to maximize and reach optimal individual and organizational goals.
- Provides leadership in strengthening internal communications with staff at all levels throughout the organization; creates and promotes a positive and supportive work environment.

- Involved in strategic planning, designing financial policies and procedures, and providing guidance within the General Acceptable Accounting Principles.
- Performs all other duties assigned by direct supervisor or member of the leadership team.

**Qualifications and Experience:**

- Experienced leader with at least five to seven years of accounting and finance experience, ideally in a complex nonprofit that has multiple programs.
- Minimum of a BA in accounting or finance with expert understanding of GAAP standards.
- Expert knowledge of QuickBooks Online. Experience in Bloomerang or similar CRM preferred.
- Experience in the execution of external audits and necessary reporting to complete annual 990 filing.
- Experience in presenting and reporting financial information to executive teams and external stakeholders.
- Technology savvy with advanced knowledge of accounting and reporting software
- Keen analytic, organization and problem-solving skills which allows for strategic data interpretation versus simple reporting.
- A track record in government, corporate and foundation grants financial management and 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.
- Proactive and strategic thinker with personal qualities of integrity, credibility, and commitment to Samaritan's Feet mission.