



JOB ANNOUNCEMENT

POSITION TITLE: Controller

HOURS: Monday - Friday

FLSA: Exempt

LOCATION: 2 Executive Circle, Suite 175, Irvine, CA 92614

DESCRIPTION:

Would you like to leverage your financial management skills by giving back to the community? Would you like to broaden your expertise by working for a leading non-profit organization that provides innovative programs and services for older adults in Southern California?

Consider joining the Council on Aging – Southern California. We are a local 501(c)(3) organization that has been helping seniors and their families navigate the aging experience for over 48 years. Annually, we serve over 100,000 seniors in a 5-county service area with programs that help them remain healthy, connected, and protected. For additional information, please visit www.coasc.org

PURPOSE OF WORK:

The Controller's overall responsibility includes mitigating financial risks, ensuring accuracy of accounting financial process, and compliance with generally accepted accounting principles (GAAP). This position is responsible for overseeing all day-to-day accounting activities including functional responsibility over accounts payable, accounts receivable, general ledger, contracts and grants administration and payroll. The Controller will work with the COO in overseeing all facets of financial operations, defining, evaluating, implementing, and enforcing accounting policies, systems, and controls, maintaining financial records, overseeing the financial infrastructure, and preparing internal and external financial reports. This position will serve as a strategic advisor to the Board along with COO.

REPORTING TO:

The position will report to the COO, collaborating on organizational strategy and operations in conjunction with the Council's leadership team. The Controller in conjunction with COO will also work closely with the Executive, Finance and Audit Committees of the Board of Directors.

QUALIFICATIONS:

- 5 years of accounting/financial management experience, preferably in a non-profit organization
- Bachelor's Degree or advanced degree in accounting required
- Thorough knowledge of accounting standards and principles, especially those that are applicable to a nonprofit organization – GAAP/FASB requirements
- Advanced abilities with Excel, PC-based fund accounting and QuickBooks
- Experienced with the implementation of accounting codes, general ledger account management, account reconciliation, account analysis, and preparation of financial statements
- Able to achieve results in a constantly evolving nonprofit environment, with demonstrated success building systems and tools to support changing funding and program goals
- Proven track record of maintaining effective internal controls and implementing efficient financial procedures in accordance with board policies
- Familiarity with laws, regulations, and reporting requirements relating to non-profit fiscal management
- Demonstrated skills with county contracts and monthly reporting are strongly preferred
- Highly organized and motivated self-starter; able to work independently; solid decision-making skills
- Demonstrated management skills in leading an accounting team and working with program managers and directors
- Strong interpersonal skills, excellent oral and written communication skills.



Council on Aging

Southern California

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- Individual should have a high level of professionalism related to confidentiality, reliability, dependability, and integrity.
- Individual must have consistent and reliable attendance and customer service attitude (both internal and external) in order to be successful in this position.
- Holds valid California driver's license, proof of current vehicle insurance and reliable transportation
- Can provide proof of eligibility to work in the United States
- Able to successfully complete a Live Scan fingerprinting background check

JOB FUNCTIONS:

- Establish strategy and oversee the accounting and financial operations of the agency, including accounts payable and receivable, general ledger, financial reporting, payroll, vendor management, audit and tax preparation, banking, cost allocations, inventory, and cash flow forecasting
- Perform and track all financial transactions and ensure compliance with all applicable funding contract terms and conditions and generally accepted accounting principles
- Create and analyze monthly, quarterly, and annual financial reports, as well as specialized ad hoc analytical reports and trend analyses. This includes distributing monthly budget status reports to each department manager in timely fashion and making sure all parties are in alignment when it comes to budgetary matters.
- Develop the capability of program directors/managers to broaden their responsibility for the financial planning and oversight of their programs
- Manage the financial budgeting and forecasting process to ensure alignment with and achievement of organizational strategies, priorities and county contract requirements
- Generate regular financial reports and analyses that will allow the COO, CEO, Board and Counties served to monitor program and organizational performance
- Prepare and provide work papers and supervise the annual audit process and all financial monitoring reviews by governmental agencies
- Ensure compliance with federal and state regulatory agencies, including annual charitable organization registration where required and quarterly and annual tax filings.
- Primary liaison to vendor A/R contacts, banks, outside accountants, and regulatory agencies.
- Oversee accounting/payroll technology systems and maintain accounting system and financial operations manuals
- Maintain all accounting and payroll files and records
- Supervise and mentor two direct reports
- Other duties as assigned by supervisor

WORKING CONDITIONS:

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

While performing the duties of this job the employee will be required to sit for periods of time. Standing, walking and bending are required movements. The employee will occasionally need to lift approximately 20 lbs.

CONDITIONS OF EMPLOYMENT:

The ability to transport oneself to needed appointments with reliable transportation is required.

EQUAL EMPLOYMENT OPPORTUNITY:

The Council on Aging – Southern California is committed to a policy of equal employment opportunity. All qualified applicants will receive consideration for employment without regard to race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic



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Southern California

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information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status.

HOW TO APPLY:

Please send a cover letter and resume to hr@coasc.org