



120 Stony Point Road, Suite 220, Santa Rosa, CA 95401

sonomacf.org

Job Title: Controller
Department: FinOps
Reports to: Vice President for Finance and Operations
FLSA Status: Exempt
Prepared Date: January, 2020

Job Purpose

Lead day-to-day finance and accounting activities, financial reporting and internal controls for the Foundation. This position also includes key payroll and benefit-related responsibilities

Primary Responsibilities

Finance and Accounting

- Coordinate day-to-day accounting functions, including A/R, A/P, G/L, reconciliations, grant and fund accounting, asset rebalancing and fixed assets.
- Prepare Consolidated financial statements and Operations financial statements regularly
- Coordinate month-end and year-end closes, including preparation of journal entries and account reconciliations
- Oversee monthly reconciliation of bank and investment accounts, in partnership with Accountant
- Lead in preparation of tax returns, annual external audit and other required filings
- Provide expertise in Foundation's accounting software and back-up FinOps staff as needed
- Ensure proper financial and internal controls are in place and provide research and recommendations for improvement
- Assist in preparation of annual budget and ongoing budget forecasting
- Provide support to Investment, Finance and Audit Committees
- Maintain current knowledge of GAAP, fund accounting and charitable giving rules

Human Resources and Operations

- Manage payroll process, including semi-monthly payroll transactions, corresponding journal entries and payroll tax reporting; ensure personnel manual and files are in legal compliance
- Coordinate employee on-boarding and off-boarding and provide orientation for new hires
- Coordinate staff wellness opportunities and safety trainings

- Process employee benefit enrollments and ensure benefits match payroll reports
- Assist VP for Finance & Operations with special projects as needed

Supervisory Responsibilities

This job currently has no supervisory responsibilities.

Competencies and Qualifications

A minimum of 7 years successful accounting experience, with 3 years' experience as a Controller of a similarly-sized organization and excellent skills in financial administration, including fund accounting. Bachelor's degree or equivalent experience. CPA designation desired.

Other qualifications include:

- Strong internal and external customer service ethic, personal warmth, and sincerity
- Budget preparation experience
- Strong knowledge of nonprofit GAAP
- Experience with fund accounting and integrated accounting systems
- Excellent skills in the use of Windows 10, Microsoft Office programs (particularly Excel), and accounting packages (integrated software preferred)
- Demonstrated accuracy
- Strong communication skills
- Strong project management skills
- Investment accounting experience
- Strong analytical skills
- Track record of implementing systems and process changes
- Ability to thrive and work accurately in fast-paced, changing environment
- Ability to learn new accounting software programs quickly
- Excellent planner and multi-tasker
- Leadership initiative
- Demonstrated ability to meet deadlines
- Excellent interpersonal skills and ability to work collaboratively and effectively with individuals of diverse backgrounds
- Ability to work with sensitive information and maintain complete confidentiality
- Strong familiarity with philanthropy and nonprofits (preferred)
- High level of personal and professional integrity and ethics

Physical Requirements

- Ability to sit, stand, stoop, reach, lift (up to 10 pounds), bend, etc.
- Hand and wrist dexterity needed to work on a computer
- Visual acuity
- Oral and written English proficiency

Interested Candidates please send resume and cover letter to: Jobs@SonomaCF.org