



## Controller

**Imagine joining a group of individuals – each with their own unique skills and passions, but united by a common purpose. Imagine yourself at Girl Scouts!**

**Our Mission. Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.**

**Girl Scouts of California's Central Coast (GSCCC)** is chartered by Girl Scouts of the USA to provide Girl Scouting in the counties of Santa Cruz, Monterey, San Benito, San Luis Obispo, Santa Barbara and Ventura Counties.

**Girl Scouts of California's Central Coast** is seeking career professionals committed to making a difference. Working with Girl Scouts – an organization with a solid history and a growing future – means working to your fullest potential in a dynamic and diverse environment.

<b>Title:</b>	Controller
<b>FLSA Status:</b>	Exempt
<b>Revision Date:</b>	January 2023
<b>Department:</b>	Finance
<b>Reports to:</b>	Chief Financial Officer

### **Essential Job Functions:**

- Experience with Data Conversion and API Integration
- Produces and manages grant expenses, report monthly on grant balances.
- Work with fund development department on grant processes for leadership team
- Review and reconcile contributions with fund development software vs ERP system

- Assists with management of accounting, auditing, and budgeting within the organization.
- Assists with preparations for audits.
- Works to reconcile accounting inaccuracies or imbalances.
- Ensures compliance with and prepare reports according to applicable government regulations.
- Uses accounting software to maintain records and prepare reports.
- Coordinates with and prepares reports for CFO and upper management.
- Contributes to team efforts by accomplishing related tasks as needed.

### **Qualifications:**

- Bachelor's degree in accounting or finance
- At least 5 years' experience in accounting
- Strong working knowledge of QuickBooks Enterprise System
- Advanced Excel User
- Beginner PowerPoint User
- Strong analytical and problem-solving skills
- Highly skilled in math, accounting, and financial processes
- Excellent communication and interpersonal skills
- Detail oriented and highly organized
- Skilled in time management and the ability to prioritize tasks
- Excellent critical thinking skills
- Solid understanding of GAAP and applicable regulations
- Preferred experience: non-profit accounting experience

### **Cultural Competencies:**

Girl Scouts of California's Central Coast is committed to a culture that fosters a workplace that is open and inviting to our staff and members. We at Girl Scouts of California's Central Coast live by the following Guiding Principles. Specific skills and competencies related to each of our Guiding Principles is in a separate "Cultural Competencies" document. We expect all members of our staff to embody and develop these competencies.

- **Communicate with compassion:** be open, honest, respectful, clear, direct, and timely.
- **Innovate through change:** be proactive, agile, and responsive.
- **Work with purpose:** be intentional and visionary.
- **Embrace our community:** be supportive, empathetic, collaborative, and appreciative.
- **Be accountable:** own it.
- **Make each day FUNomenal:** we can do it!

## **Requirements:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to:

- Ability to occasionally work more than assigned work schedule.
- Ability to have daily access to reliable personal transportation for work.
- Ability to travel in a car as a driver or a passenger for long periods.
- Ability to lift, push or pull up to 25 lbs., including lifting that weight in and out of a vehicle truck and similar tasks.
- Ability to stand for extended periods of time, bend and squat, and to walk over rough ground.
- Ability to sit and work at a computer display for extended periods.
- Must be a detailed-oriented self-starter and adaptable to change.
- Must be a team player that can form relationships with all departments.
- Positive attitude, willing to learn and cross function, and develop accounting skills.
- Must be able to interact with employees, vendors, and volunteers in a professional manner.
- Must successfully complete a criminal history background check.

**Location: Ventura**

## **To Apply:**

If your work experience matches the qualifications for this position, please send your resume and your cover letter by emailing **careers@girlscoutsgccc.org** along with a description of why you feel you are the best fit for this position. The subject line of the email should read **[Title of the position] – [your name]**.

The statements herein are intended to describe the general nature and level of work performed by employees but is not a complete list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

**GSCCC is an Equal Opportunity Employer committed to diversity.**