

JOB DESCRIPTION

Position Title: Controller
Department: Finance
Reports to: CEO
Location: Castroville, CA
Status: Open until filled
FSLA: Exempt

Application process: Submit cover letter and resume to careers@girlscoutscoc.org.

Overview

The Controller is responsible for maximizing the return on financial assets by establishing financial policies, procedures, controls, and reporting systems. The controller position will be accountable for the accounting operations of the company, to include the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the company's reported financial results, and ensure that reported results with generally accepted accounting principles or international financial reporting standards are met, and management of the finance staff. The position directly reports to the Chief Executive Officer.

How the Controller Contributes to our Transformation

Key responsibilities include:

- Guides financial decisions by establishing, monitoring, and enforcing finance policies and procedures.
- Protects assets by establishing, monitoring, and enforcing internal controls.
- Monitors and confirms financial condition by conducting audits; providing requested information to external auditors.
- Maximizes return, and limits risk, on cash by minimizing bank balances; making investments.
- Prepares budgets by establishing schedules; collecting, analyzing, and consolidating financial data; recommending plans.
- Achieves budget objectives by scheduling expenditures; analyzing variances; initiating corrective actions.
- Provides status of financial condition by collecting, interpreting, and reporting financial data.



- Prepares special reports by collecting, analyzing, and summarizing information and trends.
- Complies with federal, state, and local legal requirements by studying existing and new legislation; anticipating future legislation; enforcing adherence to requirements; filing financial reports; advising management on needed actions.
- Ensures operation of equipment by establishing preventive maintenance requirements and service contracts; maintaining equipment inventories; evaluating new equipment and techniques.
- Completes operational requirements by scheduling and assigning employees; following up on work results.
- Effectively manage finance team members by practicing Managerial Practices, including continuous improvement, conducting regular one-on-one meetings, team meetings, on-going coaching and training, completion of performance review.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Protects operations by keeping financial information and plans confidential.
- Contributes to team effort by accomplishing related results as needed, setting achievable deadlines and hold finance team members accountable to accurately.
- Perform other duties and special projects as assigned.

Qualifications:

- Bachelor's Degree in Accounting or Finance preferred and over 10 years of progressively responsible hands-on experience.
- Working knowledge of Not-for-Profit/Fund Accounting.
- Certified Public Accountant or Certified Management Accountant preferred
- Experience with creating financial statements and budgets.
- Experience with general ledger functions and the month-end/year end close process.
- Excellent accounting software user and administration skills.
- Strong interpersonal skills, appreciation, and understanding of diversity and pluralism.
- Excellent experience in engaging with all levels of internal and external customers.
- Bilingual capabilities (English/Spanish) preferred.
- Working knowledge of accounting principles and practices (general ledger, debits and credits, cash flow, etc.
- Proficiency in Microsoft Excel, Word, Access, PowerPoint, and other Microsoft Suites required.
- Proficiency in Payroll and General Ledger software required.
- Must have working knowledge of VLOOKUP and Pivot Tables.



Requirements

- Must be able to regularly work 40 hours per week; ability to work a flexible schedule, including evenings and weekends.
- Must have reliable transportation available daily; maintain throughout employment a valid CA driver's license and proof of insurance, if using personal vehicle for company business or driving company vehicles.
- Must be able to see well enough to read a computer screen and various data
- Must be able to use a computer effectively and work at a computer display for extended periods.
- Must be able to hear well enough to communicate with employees, customers, and vendors.
- Must be able to travel in a car as a driver or a passenger for long periods.
- Must be able to lift at least 25 lbs.
- Must be able to sit and stand for extended periods.
- Must be able to travel on business via automobile and airplane.

Note: 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.