

Community Action Marin Controller

Community Action Marin is seeking an experienced non-profit controller responsible for managing all accounting operations, budgeting, financial statement preparation, audits and regulatory filings.

[Community Action Marin](#) (CAM) is the largest non-profit provider of social services in Marin County with a mission to alleviate the causes and consequences of poverty. For over 50 years, CAM has worked to help people attain self-sufficiency by providing childcare, mental health services, economic mobility, food security, homeless outreach, and a variety of safety net supports.

The agency's FY 2022 annual operating budget is \$21 million, with approximately 82% funded through federal, state and local government grants and exchange transactions. The agency has 200 employees and an executive team of key staff, including the CFO. The staff and many volunteers reflect the multicultural and multilingual diversity of the community. CAM is known for responsive programming and strategic collaborations with a number of public and nonprofit community partners.

Reporting to the Chief Financial Officer (CFO), the Controller will be responsible for oversight of all finance, accounting, and reporting activities. As the number-two leader on the finance team, the Controller will be involved in supporting presentations to the board finance and audit committees and will work closely with the agency's Executive and Leadership teams.

Basic Function

The Controller will oversee all day-to-day financial activities for a \$21M budget agency. They will be responsible for accounts payable, accounts receivable, payroll, reporting, training staff in Office of Management & Budget requirements, supporting budgeting, working with state and federal fiscal analysts, and providing insight to the CFO and CEO for risk management and the sound implementation of fiscal policies that improve efficiencies and effectiveness.

The Controller will ensure that the agency has the systems and procedures in place to support effective program implementation and conduct flawless audits. In addition, the person in this role will partner with the CFO, senior leadership, and the human resources (HR) and information technology (IT) staff to enhance and better integrate finance, HR, and IT functions. The Controller will thrive in an autonomous, highly complex, and deadline-oriented workplace.

The Controller has three direct reports: an accountant, payroll specialist, and a revenue/budget analyst. The Controller will also work alongside contracted resources, including Financial Planning & Analysis, to achieve accuracy and timely financial information across the agency.

The Controller will quickly become acquainted with Community Action Marin – its culture, people, constituents, funders, programs, finances, workflows, systems, reporting and compliance requirements.

FINANCIAL PLANNING & COMPLIANCE

- Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements.
- Maintain internal control and safeguards for receipt of revenue, costs, and program budgets and actual expenditures.
- Coordinate all audit activity.
- Consistently analyze financial data and present financial reports in an accurate and timely

manner; clearly communicate monthly, quarterly, and annual financial statements; monitor progress and changes and keep senior leadership abreast of CAM's financial status.

- Assist agency leadership in the annual budgeting and planning process; administer and review all financial plans and compare to actual results with a view to identify, explain, and correct variances as appropriate.
- Support the CFO in engaging the board's audit and finance committees around issues and trends in financial operating models and delivery.
- Oversee all financial, project/program and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collate financial reporting materials for government, corporate, and foundation grants.
- Manage organizational cash flow forecasting by working in partnership with the program vice presidents; continuously collaborate with program vice presidents to assess the financial efficacy of program operations and establish finance and administrative systems to support program operations.
- Manage and track the performance of invested assets in keeping with policies and investment guidelines.

TEAM LEADERSHIP

- Leverage strengths of the current finance team members, help to clarify roles and responsibilities and develop and implement training programs in order to maximize and reach optimal individual and organizational goals.
- Provide leadership in strengthening internal communications with staff at all levels throughout the organization; create and promote a positive and supportive work environment.
- Remain up-to-date on nonprofit audit best practices and state and federal laws regarding nonprofit operations and communicate regularly to inform and engage the team.
- Explain and interpret policies, procedures, regulations, and formulas concerning grants and contacts, ensuring aligned understanding across the Finance team.
- Provide internal leadership by coordinating with the Development team for robust, timely and accurate reports on fund raising activities.
- Perform other related duties as assigned.

Qualifications

- BA in Accounting, Finance, Business Administration, or related field required.
- CPA and/or MBA preferred.
- 5+ years of experience in a finance-focused leadership role, preferably with experience in a nonprofit with a budget of at least \$10 million and/or a highly regulated industry.
- Solid experience coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll, and accounting for investments.
- A track record in grants management as it relates to compliance and reporting of government, corporate and foundation grants is essential.
- Technology savvy with experience selecting and overseeing software installations and

managing relationships with software vendors; advanced knowledge of accounting and reporting software.

- Commitment to recruiting, mentoring, training, and retaining a diverse team; the foresight and ability to delegate accordingly.
- A strong commitment to social justice, equity, and the agency's mission to provide high-quality programs to serve low-income individuals and families.
- Deep understanding – and ability to articulate – the role equity, inclusion, and diversity plays in our work.
- High proficiency with common accounting software and Excel; FENXT, Workday Adaptive and similar preferred.

Physical Requirements

- Bend: flexion of the upper trunk forward while standing and knees extended, or knees flexed when sitting
- Lift: exertion of physical strength to move objects 10-50lbs from one level to another
- Carry: hold or rest weighted objects 10-50lbs directly on hands, arms, shoulders or back while moving from one location to another
- Climb: ascend/descend with gradual or continuous progress, using both hands and feet
- Push: exertion of force on or against an object (weight/size) to move it from one location to another.
- Feel: perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin.

Community Action Marin is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind: We are committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at our agency are based on business needs, job requirements, merit, alignment with agency core competencies, and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. Community Action Marin will not tolerate discrimination or harassment based on any of these characteristics.

Salary range: \$125,000-\$145,000

For further information, please contact:

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