

## Controller Job Description Sample

(Medium organization—budget approximately \$20 million)

### Position Description

**XYZ Nonprofit**

**Controller**

### Organization

Founded in 1990, XYZ Nonprofit's mission is...

We do this by...

For more information, please visit [www.XYZnonprofit.org](http://www.XYZnonprofit.org)

### Position

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 executive to the CFO, the Controller will be involved in supporting presentations to the board finance and audit committee and will work closely with the senior leadership team.

The Controller will lead all day-to-day finance operations of a budget of \$3 million and supervise a team of X staff members including functional responsibility over accounting, accounts payable, accounts receivable, payroll, and grants administration. The Controller will ensure that XYZ Nonprofit has the systems and procedures in place to support effective program implementation and conduct flawless audits. The Controller will work closely with program leaders and their staffs, not only to educate them regarding finance and accounting procedures but also to explore how the finance function can support program operations.

In addition, s/he 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.

#### **Boston**

535 Boylston St., 10th Floor  
Boston, MA 02116  
P 617 572-2833  
F 617 572-2834

#### **New York**

112 West 34th St., Suite 1510  
New York, NY 10120  
P 646 562-8900  
F 646 562-8901

#### **San Francisco**

465 California St., 11th Floor  
San Francisco, CA 94104  
P 415 627-1100  
F 415 627-4575

## Responsibilities

### Finance and Accounting Leadership

- 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 XYZ Nonprofit's financial status;
- Assist XYZ Nonprofit's 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.

## Qualifications

This is an extraordinary opportunity for a mature leader with seven to ten years of accounting and finance experience, ideally beginning in accounting and audit, followed by experience gathering, evaluating, presenting and reporting financial information to executive teams and external stakeholders. S/he will ideally have experience in a complex nonprofit that has multiple program.

Other qualifications include:

- Personal qualities of integrity, credibility, and unwavering commitment to XYZ Nonprofit's mission; a proactive, hands-on strategic thinker who will own, in partnership with the CFO, the responsibility for finance
- Minimum of a BA; CPA and/or MBA preferred
- 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
- Keen analytic, organization and problem solving skills which allows for strategic data interpretation versus. simple reporting
- Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to senior management, board or other outside partners
- Ability and desire to translate complex financial concepts to individuals at all levels including finance and non-finance managers

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