



Job Description: Controller

Location: Sacramento, CA 95814

Salary: \$90,000-\$120,000

Hours: Monday-Friday - Full time

To Apply:

Please review this announcement carefully. Please submit a resume, cover letter, and three professional references to Cynthia Martinez at cynthia@catholiccharitiesca.org

Background:

Catholic Charities of California, Inc. (CCC) is a 501(c)3 nonprofit representing twelve local Catholic Charities Organizations (LCCOs) in California at the state level. Every year, these organizations provide more than 1.5 million professional social services to Californians who need help.

California's LCCO network is the largest non-profit provider of social services in the state. CCC identifies and acquires contract- and grant-based funding on behalf of the network; CCC passes through funding to LCCOs and provides oversight, support, and technical assistance to LCCOs to deliver funded services.

Position Summary:

The Controller is responsible for planning, directing, and coordinating all accounting and financial operational functions for the organization. The Controller will have primary fiscal responsibility for all contractual matters and proposals. The Controller reports directly to the Chief Executive Officer (CEO). The Controller serves as an active member of the Executive Management Team helping to develop and implement the agency's vision and mission.

Essential Duties and Responsibilities:

- Actively manage all daily accounting and financial operations.
- Oversee banking activities and actively manage cash flow.
- Prepare monthly financial reports for the organization.
- Prepare accurate internal and external financial statements in a timely manner.
- Assist in budget preparations and revisions for the organization and its contracts.
- Monitor and maintain appropriate internal controls.
- Manage all billing, accounts receivable, and accounts payable functions/staff.
- Ensure organizational and contractual financial compliance at all times.
- Oversee regulatory reporting, including tax planning and compliance.
- Act as the audit liaison, coordinating activities with its independent Auditor to ensure the annual audit is completed smoothly and in a timely manner.
- Hire, train, and retain skilled accounting staff.
- Oversee payroll.
- Minimize financial risk.
- Manage the agency's liability insurance program, including ongoing risk analysis.
- Oversee human resources functions/staff.
- Review efficiency/effectiveness of employee benefit programs, seeking approaches to lower costs where possible and consistent with required quality levels.
- Oversee and maintain all facilities and equipment.



Required Knowledge, Skills, Abilities and Other Characteristics:

Knowledge Of:

- General accounting and financial reporting procedures in accordance with the State of California, GAAP, and OMB Circulars A-133 and A-122.
- State of California contract/grant budgeting/reporting procedures and requirements.
- Human Resources related laws, regulations and practices.
- Payroll reporting and processing of payroll taxes.
- Employee benefits, including managing health care and retirement plans.
- Current Health Care sector environment and trends.
- General office software, particularly Microsoft Office Suite, and accounting software packages.

Ability To:

- Multi-task and manage priorities effectively to meet deadlines.
- Manage and oversee all aspects of the financial/accounting functions.
- Supervise fiscal and HR staff, develop job descriptions, and provide performance evaluations.
- Analyze and solve problems effectively and efficiently.
- Communicate effectively both verbally and in writing.
- Work well with, and be responsive to the needs of staff, internal and external partners, the Board of Directors, funders, and local Catholic Charities Organizations.
- Assimilate new information and technology.
- Foster and cultivate business partnerships.

Education and Experience:

- Certified Public Accountant designation required.
- Undergraduate degree from an accredited college or university; with Master's degree preferred.
- Five to seven years of senior management experience with organization with operations in excess of \$5 million per year.
- Experience with accounting and managing State and/or Federal grants.
- Preferred but not required: Managerial experience with a non-profit social service agency providing services under contract with the State of California.

Other: Must be...

- Ethical with a high level of integrity;
- Self-motivated; dependable and reliable;
- Detail-oriented;
- Able to interface easily with staff, other senior management personnel, and funding sources.
- Must be able to meet routine office physical demands including possessing the dexterity and vision to operate office computers and equipment.
- Must possess a valid driver's license.

Benefits:

- Dental insurance
- Life insurance
- Vision insurance
- Health insurance
- Paid time off
- Parking reimbursement