



JOB DESCRIPTION & POSTING

Controller

Organization: For the Orange County Jewish community, Jewish Federation & Family Services (JFFS) is Orange County's central nonprofit organization that strengthens Jewish life by assessing community needs; convening the community on critical issues and in times of crisis; increasing opportunities for participation in Jewish life, philanthropy, and leadership; and supporting our local Jewish community, as well as communities nationally, in Israel, and around the world. JFFS has been an active organization in Orange County since 1965.

Position: Controller

Supervisor: Chief Operating Officer and Chief Financial Officer

Job Summary:

The Controller is responsible for oversight of all finance, accounting, and reporting activities. The Controller supports presentations to the JFFS Board of Directors and Finance Committee and works closely with the senior leadership team.

The Controller leads all day-to-day finance operations of a budget of over \$8,000,000 and supervises a team of three staff members. The Controller also holds functional responsibility over accounting processes and internal controls, accounts payable, accounts receivable, payroll, cash management and projection, budgeting and grants administration. The Controller ensures that JFFS effectively deploys its accounting technology, integrated accounting systems, and developed procedures to support organizational programs and to support the financial statement audit process.

Job Functions and Duties (including, but not limited to):

Finance and Accounting Leadership

- Oversee all accounts, ledgers, and reporting systems to ensure compliance with appropriate GAAP standards and regulatory requirements.
- Maintain internal control and safeguards for receipt of revenue, costs, and program budgets, as well as actual expenditures.
- Coordinate all financial statement audit activity and related governmental reporting obligations.
- Consistently analyze financial data and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial results; monitor progress and changes and keep senior leadership apprised of the organization's financial status.

- Assist JFFS 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.
- Provide support to the executive management team in engaging the Board's Finance Committee 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 senior staff; continuously collaborate with senior staff 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

- Minimum 8-10 years' related work experience with an emphasis on nonprofit
- CPA required
- Must have public accounting experience in audit, strong GAAP knowledge, and experience in financial statement preparation
- A track record in grants management as it relates to compliance and reporting of government, corporate, and foundation grants is essential
- Strong technology skills and advanced experience with Blackbaud Financial Edge required
- Ability to translate complex financial concepts to individuals at all levels, including non-finance staff

Benefits

- This is a full-time position
- JFFS provides a comprehensive benefits package

To apply, please submit cover letter and resume to Lauren Brand, Chief Operating Officer at LBrand@jffs.org.

Only qualified local applicants will be contacted. EOE. No phone calls please.

To learn more about our vibrant community, visit www.JewishOC.org.