



JOB OPENING

Title: Controller
Reports to: CEO
Status: Full-time, Exempt

Organizational Overview

Voices for Children is the Court Appointed Special Advocate (CASA) program for San Diego and Riverside Counties. The mission of Voices for Children is to transform the lives of abused children by providing them with Court Appointed Special Advocates (CASAs). VFC believes that every child deserves a safe and permanent home, and to that end, our vision is to provide a CASA to every child in foster care who needs one, monitor every court file in the system, and advocate to improve the lives of San Diego County's foster children.

Recruited, trained, and supervised by VFC, our volunteer CASAs interface with key agencies, legal counsel, and community resources to identify and protect the best interests of each foster child. CASAs act as fact finders for the juvenile court judge to ensure decisions are based on the most current and pertinent information about each child's situation. CASAs also provide emotional support as they guide their case children through the complex foster care system. CASAs strive to ensure that each child's unique needs are met.

Overview of the Position

Reporting to the CEO, the Controller will be responsible for oversight of all finance, budgeting, accounting and reporting activities. 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 \$6 million plus, and have functional responsibility over accounting, accounts payable, accounts receivable, and grants administration. The Controller will ensure that Voices for Children has the systems and internal controls in place to support effective program implementation that result in clean 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 and fund raising.

In addition, she or he will partner with the CEO, senior leadership, including human resources (HR) and information technology (IT), to enhance and better integrate finance, HR, and IT functions.

Essential Duties

- 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 VFC's financial status

- Assist 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
- Engage 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 program and development Senior Vice Presidents; continuously collaborate with Senior Vice Presidents to assess the financial efficacy of program and development operations and establish finance and administrative systems to support operations
- Track the performance of invested assets in keeping with policies and investment guidelines, and report to financial committee
- Provide leadership in strengthening internal communications with staff at all levels throughout the organization; contribute to creating and promoting a positive and supportive work environment
- Supervise and develop accounting and operations staff

Other Duties

- Review payroll and serve as back-up when necessary
- All other duties as assigned.

Education & Required Skills

- Minimum of seven to ten years of accounting and finance experience, including accounting and audit; experience gathering, evaluating, presenting and reporting financial information to executive teams and external stakeholders
- Minimum 2 years supervisory experience
- Non-profit experience is preferred
- Minimum of a BA in accounting or related field; CPA and/or MBA preferred
- Strong interpersonal and communication skills – verbal and written; experience in effectively communicating key data, including presentations to senior management, board or other outside partners
- Ability to create and promote a positive and supportive work environment
- Must possess personal qualities of integrity, credibility, and unwavering commitment to VFC's mission
- Must be a proactive, hands-on strategic thinker who will own, in partnership with the CEO, the responsibility for finance
- Solid experience coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, 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
- Keen analytic, organization and problem solving skills which allows for strategic data interpretation versus simple reporting
- Detail-oriented with a strong ability and desire to translate complex financial concepts to individuals at all levels including non-finance managers
- Ability to prioritize and meet deadlines
- Ability to effectively manage multiple priorities simultaneously
- Strong computer skills in Financial Edge or similar accounting software, Excel, Word, PowerPoint, and Outlook

Additional Information

Standard work week is 40 hours; however, employees are expected to work any additional time necessary to meet deadlines and complete assignments. Evenings and weekends may occasionally be required. The VFC office shall be open for business during the following hours, except as hereinafter noted: Monday through Friday: 8:00 a.m. to 5:00 p.m. Coverage at the office by the program and office staff shall be according to such schedule as developed by the President/CEO.

Physical Requirements

- *Able to lift 10 lbs*
- *Able to bend and stoop*
- *Able to sit for prolonged periods of time*
- *Able to sit at a desk and view a computer screen for up to two hours*
- *Able to speak into and use a telephone for long periods of time*

Work Environment

- *Professional office environment*
- *Fast paced working with multi-level distractions*

Application Instructions

Please apply via our careers site at the following link: <https://www.jsco.re/1e0uq>. No phone calls, please. Position open immediately and will remain open until filled.

NOTE: Your application should include:

- Cover letter
- Resume

Voices for Children is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal,

state, or local law.”