

Financial Controller

San Rafael, CA

Description

Vivalon is a Marin-based non-profit serving the community for 70 years and has been recognized 8 times as a "Best Place's to Work in the North Bay."

We are looking to hire a Controller to join our finance team.

This position is responsible for leading and managing the accounting processes and systems of the organization. The Controller provides direct supervision and leadership to the accounting staff and will be the main liaison for external auditors, insurance brokers, and bank contacts. This position will assist the CFO in the role of liaison to the Finance Committee of the Board of Directors, providing data and analysis to the committee as directed. As a member of the management team, this position will also support a range of strategic planning and internal initiatives.

Requirements

- Oversee and guide all general ledger and accounting activities including accounts receivable, accounts payable, cash management, financial statement preparation, and external audit processes.
- Prepare monthly, quarterly, and annual financial statements, reporting materials, and key metrics for the CFO and Leadership Team.
- Manage and support the professional development of the Accounting staff.
- Document accounting practices, procedures, and internal controls and ensure their consistent application and compliance throughout the organization.
- Ensure financial and accounting functions and external reports are in accordance with Generally Accepted Accounting Principles (GAAP) and all applicable regulatory requirements for nonprofit operations.
- Prepare and submit required financial reports to federal, state, and county agencies, external auditing agencies, and other funding organizations.
- Coordinate filing of annual tax returns through an external auditor.
- Handle sensitive and confidential data such as donor agreements, physical and electronic contracts, and payroll information.
- Assist in the annual corporate insurance renewal process and support related insurance activities and claims throughout the year.
- Support monitoring and adherence to ongoing contractual requirements related to the billing, reporting, and analysis necessary to fulfill the contracts.

Qualifications:

- Demonstrated experience in financial management and accounting, ideally in the nonprofit sector.
- Experience with Accounting Seed general ledger software, preferred.
- Excellent leadership and interpersonal skills, with experience collaborating in a diverse and dynamic team environment.
- Experience with financial statement close processes and financial statement preparation.
- Supervisory experience including hiring, training, coaching, and evaluating.
- Experience effectively communicating key data, including presentation to senior management, Board, and/or other outside partners/clients.
- Bachelor's Degree in Finance or Accounting, CPA preferred

Compensation and Benefits:

- \$120,000-\$140,000 annually (depending on experience)
- We offer a comprehensive benefits package that includes medical, dental, vision, chiropractic, life, retirement, PTO, holidays, and more.