

# Staff Position Description

**MISSION: FOSTERING CONSERVATION SERVICE IN SUPPORT OF COMMUNITIES AND ECOSYSTEMS**

**VISION: A LEGACY OF HEALTHY LANDS, AIR AND WATER; THRIVING PEOPLE AND RESILIENT COMMUNITIES**

**Title:** Controller

**Date:** October 2022

**Starting Salary:** \$98,394-\$101,346 per year

**Location:** Full time Remote eligible

**Status:** Full-Time, Exempt

**Benefit Eligible:** Health, Vision, Dental, Long-Term Disability, Retirement, Paid Time Off per Personnel Policies

**Reports to:** CFO

**Requirement:** Full vaccination against COVID-19 by the first day of employment and ability to provide proof of vaccination before starting.

## **Program Summary:**

Conservation Legacy is a nationwide non-profit. The organization's programs engage participants on diverse conservation and community service projects. These projects provide opportunities for personal and professional development and meet the high priority needs of public land managers and community partners. Through the mission of fostering conservation service in support of communities and ecosystems, Conservation Legacy works toward a legacy of healthy lands, air and water; thriving people and resilient communities.

## **Position Summary:**

The Controller is responsible for maintaining and overseeing Conservation Legacy's financial, accounting and reporting activities. This position is responsible for implementing an overarching financial structure for the entire organization that supports the viability of the business model and program mission. The Controller works closely with the CFO to set the organization's goals, objectives, and results. In addition, along with the CFO, the Controller partners with and offers support to the board's finance committee. The Controller will lead all day-to-day finance operations for the organization's \$36M+ annual budget and oversees the accounting department staff with responsibility over accounts payable, accounts receivable, financial reporting, fixed asset management, agreement management, budgeting, and cash management. The Controller will work closely with programs and their staff to provide education on finance and accounting policies, procedures, and compliance requirements, as well as to explore how the finance department can support program operations.

## **Essential Responsibilities and Functions:**

### **Finance and Accounting**

- Oversees all accounts, ledgers, and reporting systems to ensure compliance with GAAP (Generally Accepted Accounting Principles) and any other applicable local, state, or federal regulatory requirements across the organization and within program operations
- Establishes and maintains internal financial controls throughout the organization; monitors compliance and implements improvements

- Consistently analyzes financial data and produces accurate, timely and complete financials reports for management, the Finance Committee, and the Board of Directors. Prepares reports for external financial reporting requirements as needed.
- Directs and oversees the monthly financial close process
- Provides staff support and analysis during the preparation and development of the annual budget and budget reforecast.
- Leads in conjunction with CFO the annual audit with independent audit firm for the annual financial audit, Single Audit, Form 990 preparation and any other financial audits. Oversees the audit fieldwork and is the primary liaison to the auditors.
- Assists with the annual indirect cost rate proposal with the organization's cognizant agency providing reports and analysis.
- Leads monthly reconciliations of general ledger accounts, including maintenance of roll-forwards, sub-ledgers, major accounting cycles and journal entry reviews.
- Oversees cash flow planning and ensures availability of funds as needed.
- Continually assesses current practices, procedures, and operational processes and recommends appropriate changes or improvements that maximize accuracy and efficiency
- Other duties as assigned

### **Leadership and Management**

- Identifies and develops annual and longer-term objectives to support Conservation Legacy's strategic plan.
- Collaborates with the CFO and other Conservation Legacy senior leaders and the Board of Directors as needed.
- Leverages strengths of the finance team members, helps to clarify roles and responsibilities, and provides guidance and mentoring to team members in order to maximize and achieve optimal individual and organizational goals.
- Remains up to date on nonprofit financial and audit policies and reporting requirements
- Successfully engages, leads and supports an inclusive work environment for those of underrepresented populations within the organization and the communities we serve.
- Leads and/or participates in organizational-wide teams, projects and initiatives that support the work of the Strategic Plans goals.
- Reports any potential harassment or grievances within the organization as identified in the Personnel Policy Manual.

### **Organizational Advocacy**

- Successfully engages, leads and supports an inclusive work environment for those of underrepresented populations within the organization and the communities we serve.
- Leads and/or participates in organizational-wide teams, projects and initiatives that support the work of the Strategic Plans goals.
- Reports any potential complaints within the organization as identified in the Personnel Policy Manual.
- Assists or leads other responsibilities, as assigned.

**Other "Hats" You May Wear:** Customer Service, Relationship Development, Marketing, Administrative, Supervision or Mentorship to Others, Facilitator, Trainer, Facilities, Human Resources, Supervisor

## **Physical Requirements:**

*Conservation Legacy is committed to the full inclusion of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations to perform essential job functions. Some positions may require periodic overnight travel, non-traditional work hours, ability to move across varied terrain, use program-specific tools and a range of technology on an infrequent or frequent basis. Exerting up to 25 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects. Ability to safely drive an organizational vehicle may also be required for some positions. If you need assistance and/or a reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring manager.*

## **Minimum Qualifications:**

- Bachelor's Degree in Accounting or Finance, with a CPA or MBA certification preferred
- 5+ years of progressive accounting experience with a minimum of 2 years of experience as a controller or similar accounting management position
- Exhibits the ability to effectively work on diverse teams or with a variety of populations, including those underrepresented at our organization and those of BIPOC communities.
- Experience with influencing diverse groups of employees to achieve common goals.
- Flexibility, adaptability and capacity to work in a fluid, changing work environment.
- The ability to carry out assigned work independently or with minimal supervision.
- The ability to communicate effectively, manage complexity cultivate innovation, drive and influence results of oneself and others.
- Ability to work well with others and to seek assistance when needed to carry out assignments.
- Proficient in all Microsoft Office Ability to keep others, in remote locations, accountable to expectations.
- Valid Driver's License and Insurable Driving Record
- Must be able to pass the organization's criminal history check requirements.
- Experience with Blackbaud Financial Edge and Salesforce preferred.

## **Preferred Qualifications:**

- Significant experience in or knowledge of nonprofit accounting principles, including fund and grant accounting
- Solid experience in grants management as it relates to reporting and compliance of government, corporate and foundation grants.

**To Apply:** Send Cover letter and resume to Diana White at [dwhite@conservationlegacy.org](mailto:dwhite@conservationlegacy.org) Subject line in this email must include "Applicant".

Cover Letter must include a response to the following question: ***Provide some examples of your experience effectively working with diverse communities, including those specific to Black, Indigenous, People of Color, and other underrepresented populations, in personal or professional context.***

Conservation Legacy is an equal opportunity employer. We are committed to hiring a breadth of diverse professionals and encourage members of diverse groups to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, political affiliation, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you need assistance and/or a reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring manager.