



## CATALINA ISLAND CONSERVANCY

*A responsible steward of its lands through a balance of conservation, education and recreation*

### JOB DESCRIPTION

**POSITION:** Controller/Assistant Treasurer

**REPORTS TO:** Chief Financial & Business Development Officer      **STATUS:** Exempt-Full Time

**UPDATED:** January 2019

**DEPT:** Administration

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#### **POSITION SUMMARY:**

The Controller will lead all day-to-day finance operations of the Catalina Island Conservancy (which has a budget of \$11 million) and supervise a team of 3 staff members who have functional responsibility over payroll, accounts payable, and accounts receivable. This is a hands-on position that will require the individual to create their own analytical work (including journal entries) and full review of their staff's work. The Controller will ensure that the Conservancy has the systems and procedures in place to ensure compliance with high quality internal controls, and facilitate flawless audits. The Controller will work closely with operational and program leaders and their staffs, to educate them regarding finance and accounting policies and procedures and explore how the accounting and finance function can support their operational needs.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- As the number-two member of the Conservancy's Accounting and Finance staff, the Controller will be involved in supporting presentations to the board finance and audit committees and will work closely with the senior leadership team.
- Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements, including the unique requirements of non-profit fund accounting.
- Supervise the work of three Accounting staff members, all of whom will be positioned in Avalon, CA. This will include conducting one on one meetings with each to assess performance of duties, assist in identifying and overcoming potential obstacles, and drafting and conducting annual performance reviews; create and promote a positive and supportive work environment.
- Coordinate all audit and tax activity including preparation of all schedules requested by external auditors and tax preparers
- Consistently analyze financial data and present financial reports in an accurate and timely manner; monitor and analyze financial accounts, progress against targets, and keep senior leadership abreast of the Conservancy's ongoing financial status;
- Assist the CFBDO with the annual budgeting and planning process; administer and review all financial plans and compare to actual results with a view to identify, explain, and address variances as appropriate.
- Oversee all projects/programs and related accounting for restricted grants; ensure that related expenditures are consistently aligned with grant and program budgets; collate financial materials for government, corporate, and foundation grant reporting needs;
- Manage and track the performance of invested assets in keeping with policies and investment guidelines.
- Provide leadership in strengthening internal communications with staff at all levels throughout the organization;

## **REQUIRED QUALIFICATIONS:**

This is an extraordinary opportunity for a motivated leader with seven to ten years of accounting and finance experience, ideally beginning in accounting and audit, followed by experience gathering, evaluating, presenting and reporting financial information to executive teams and external stakeholders. S/he will have experience in a complex non-profit fund accounting with multiple program initiatives. Experience working with accounting systems/software is mandatory including the creation, maintenance and modification of system reports as well as system administration; specific experience with Abila/Sage MIP Fund Accounting system is highly desired

Other qualifications include:

- Personal qualities of integrity, credibility, and unwavering commitment to the Conservancy's mission; a proactive, hands-on strategic thinker who will own, in partnership with the CFBDO, the responsibility for all facets of finance and accounting operations.
- Solid experience coordinating audit activities and managing reporting, including monthly and year-end close procedures, budget development and analysis, accounts payable and receivable, general ledger, balance sheet account reconciliations, fixed asset accounting, payroll, 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
- Commitment to and demonstrated success in recruiting, mentoring, training, and retaining a diverse team; the foresight and ability to delegate accordingly
- Keen analytic problem solving skills which allows for strategic data interpretation versus simple reporting; strong attention to detail
- Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to senior management, board or other outside partners
- Demonstrated ability to work with complex Excel models linking to multiple worksheets
- Track record for developing and implementing process and procedural improvements that improve work flows and organizational efficiencies

## **EDUCATION/EXPERIENCE:**

- Minimum of a BA; CPA and/or MBA preferred
- Experience in a non-profit environment, particularly working with and understanding the nuances of Fund Accounting is highly desired
- Must have experience as an Accounting Manager or, preferably, Controller with either a nonprofit institution or a medium to large size for profit business.

## **DEMANDS:**

- This position will be staffed in the Conservancy's Long Beach, CA office
- This position will require frequent visits to Catalina island, as such, employee must be able to travel to Catalina Island as needed, periodic overnight stays may be required
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions for this job: Controller/Assistant Treasurer. Primary work location is at the Conservancy Offices, Long Beach, CA; the location has moderate noise levels and is a non-smoking environment
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job: the authority of the job duties are performed in an office environment; the employee must occasionally lift and/or move up to 25 pounds

**To be considered for this position, submit your resume to [jobs@catalinaconservancy.org](mailto:jobs@catalinaconservancy.org). Please be sure to put the job title in the subject line.**