

JOB TITLE

Controller

POSITION SUMMARY

The Controller is responsible for leading the day-to-day accounting operations, as well as financial analysis and reporting functions of the Catalina Island Conservancy. This position oversees general accounting activities, internal controls, financial compliance, monthly close processes, and the preparation of accurate and timely financial reports. The Controller supervises the accounting team and financial analysts, supports organizational budgeting and forecasting efforts, and partners with leadership to provide financial insights that support strategic decision-making and stewardship of donor and organizational resources. This role reports to the Chief Financial Officer and works closely with department leaders across the organization.

LOCATION

Hybrid role based in our Long Beach, CA office, with occasional travel to Catalina Island and other locations.

KEY RESPONSIBILITIES

Accounting & Finance Operations

- Oversee all accounts, ledgers, and reporting systems, ensuring compliance with GAAP and regulatory requirements, including those specific to the Conservancy.
- Coach and manage the accounting staff team; identify and remove barriers to achieving the department's goals.
- Lead annual audit and tax preparation with external auditors; serve as the liaison, prioritize deliverables, and ensure high-quality outcomes.
- Collaborate with the CFO and Executive Team on the annual budgeting and planning process; ensure variance analyses and related reports are accurate and meet organizational needs.
- Ensure timely and accurate monthly, quarterly, and year-end close processes.
- Maintain accounting records in accordance with GAAP and nonprofit accounting standards.
- Monitor and reconcile balance sheet accounts and ensure the accuracy of financial data.
- Develop, implement, and maintain effective internal controls and accounting procedures.



- Support the development and execution of organization-wide strategies in partnership with the CFO.

Logistics & Execution

- Manage banking relationships and cash flow monitoring activities.
- Manage and track investment portfolio performance in accordance with policies and investment guidelines.
- Strengthen internal communication with staff at all levels throughout the organization.
- Ensure the integrity, accuracy, and usefulness of all financial reports and data.

Leadership

- Lead accounting and finance operations through day-to-day administration.
- Serve as an approachable leader to key stakeholders and accounting staff.
- Leverage the strengths of the accounting staff by clarifying roles and responsibilities, creating and promoting a positive, supportive work environment, and serving as a coach and mentor to develop a high-performing team.
- Supervise reporting systems to ensure compliance with GAAP and regulatory requirements and ensure the accounting software meets organizational needs.

QUALIFICATIONS

Skills & Abilities

- Ability to work with external auditors, insurance brokers, bankers, and others to ensure compliance with accounting policies and procedures and protect and maintain organizational assets.
- Demonstrated success in delivering accurate and timely financial reports.
- Commitment to and demonstrated success in building, managing and coaching diverse teams with varying levels of experience, education, and backgrounds.
- Effective communication skills; ability to communicate sensitive and time-critical information; ability to identify when and what to communicate to stakeholders throughout the organization.
- Advanced technical skills, including accounting and finance software, cloud-based systems, information migration, and technology implementation.
- Strong written and verbal communication skills.
- Strong leader with exceptional collaborative skills.
- Detail-oriented, highly organized, independent problem-solver, and team player with the ability to meet deadlines and priorities.

Education & Experience

- BA/BS in accounting/finance or equivalent degree.
- 7+ years of progressive accounting experience within a nonprofit or related entity.
- CPA strongly preferred.
- Experience performing and leading the following core accounting functions: accounts payable, accounts receivable, payroll, asset management, revenue recognition, and expense allocations.
- Proven track record of successfully managing grants, including revenue and expense recognition, to achieve compliance with donor intent.
- Demonstrated knowledge of federal and state laws and regulations, GAAP, audits, regulatory requirements, and compliance.
- Proficiency in Sage Intacct preferred.

COMPENSATION & BENEFITS

Estimated Starting Salary Range:

\$150,000 - \$160,000, based on skills and experience.

We're proud to support the health and wellbeing of the people we employ. Our comprehensive benefits package includes a 403(b) retirement savings plan with a 3% employer contribution and a 5% match — fully vested after two years — as well as access to healthcare coverage, flexible spending accounts, paid time off, life and disability insurance, an employee assistance program, and professional development opportunities.

HOW TO APPLY

Please send a resume and cover letter to jobs@catalinaconservancy.org, listing the job title in the subject line.

EQUAL OPPORTUNITY COMMITMENT

Catalina Island Conservancy is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, ancestry, disability status, genetics, marital status, medical condition, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.



OUR STORY

The mission of the Catalina Island Conservancy is to be an exemplary steward of Island resources through a balance of conservation, education, and recreation.

The Conservancy's vision is for a beautifully functioning Island ecosystem for all to enjoy. Just off the densely populated Southern California coast, Catalina Island is home to approximately 4,000 year-round residents and more than 60 endemic species of plants and animals found nowhere else on Earth.

The Catalina Island Conservancy protects 88 percent of Catalina Island's approximately 48,000 acres, including the region's longest publicly accessible undeveloped coastline.

The Conservancy is a research and conservation leader, protecting and restoring vulnerable habitats and species in its Mediterranean climate. Conservancy staff guides Island ecosystem recovery with the goal of generating a resilient, self-sustaining ecosystem with no endangered forms of life.

The Conservancy offers recreational experiences and educational programs for not only the 300,000 annual visitors who choose to visit the unique and special Conservancy "Wildlands Ecosystems" but also inspires the nearly 1.2 million visitors to other parts of the Island. Recreation, educational engagement, service opportunities, and partnerships connect the Island's unique resources to people's lives, inspiring environmental stewardship and action.

The Catalina Island Conservancy is a 501(c)(3) non-profit public charity established in 1972 to protect and restore Catalina Island for future generations to experience and enjoy.