

JOB TITLE**Controller****POSITION SUMMARY**

The Controller reports to the Chief Financial Officer (CFO) and is responsible for leading the Conservancy's day-to-day accounting operations and financial reporting. The Controller oversees the monthly and year-end close, general ledger, accounts payable, accounts receivable, payroll accounting, cash management, internal controls, audit and tax activities, and compliance with GAAP and nonprofit accounting standards. The Controller leads and develops the accounting team and is responsible for the accuracy, integrity, and timeliness of the Conservancy's financial records and financial statements. The Controller works closely with the Director of Financial Planning and Analysis to ensure reliable financial information supports budgeting, forecasting, financial analysis, grant reporting, and organizational decision-making.

LOCATION

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

KEY RESPONSIBILITIES

- Lead the monthly, quarterly, and year-end close processes and ensure accurate and timely financial statements and accounting reports.
- Oversee the general ledger, accounts payable, accounts receivable, payroll accounting, fixed assets, revenue recognition, expense allocations, and balance sheet reconciliations.
- Ensure accounting records comply with GAAP, nonprofit accounting standards, donor restrictions, and applicable regulatory requirements.
- Develop, implement, and maintain effective internal controls, accounting policies, and procedures to safeguard organizational assets and ensure the integrity of financial data.
- Lead the annual financial statement audit and tax preparation process and serve as the primary liaison with external auditors and tax advisors.
- Oversee grant and restricted fund accounting, including revenue recognition, expense classification, releases from restriction, and compliance with donor restrictions.



- Manage banking relationships, treasury activities, cash flow monitoring, and investment accounting and reporting in accordance with organizational policies and guidelines.
- Maintain the integrity and effectiveness of accounting systems and financial data and identify opportunities to improve accounting processes, controls, and technology.
- Partner with the Director of FP&A to provide accurate and timely actual financial results and accounting information to support budgeting, forecasting, variance analysis, and management reporting.
- Lead, develop, and manage the accounting team, including hiring, training, coaching, performance management, and professional development.
- Support the CFO on accounting, financial reporting, audit, tax, internal control, treasury, and related financial matters as needed.

QUALIFICATIONS

Skills & Abilities

- Strong technical accounting and financial reporting skills, with demonstrated knowledge of GAAP and nonprofit accounting principles.
- Demonstrated success delivering accurate and timely financial statements and maintaining strong accounting processes and internal controls.
- Excellent written and verbal communication skills, including the ability to communicate complex, sensitive, and time-critical financial information to a variety of stakeholders.
- Strong leadership and collaboration skills, with demonstrated success building, managing, coaching, and developing accounting teams.
- Advanced technical skills with accounting and financial systems, cloud-based applications, data management, and technology implementation.
- Highly organized and detail-oriented, with strong judgment and problem-solving skills and the ability to manage multiple priorities and deadlines.

Education & Experience

- Bachelor's degree in accounting, finance, business administration, or a related field.
- 7+ years of progressive accounting experience and oversight of accounting staff members.
- CPA strongly preferred.



- Demonstrated experience leading core accounting functions, including accounts payable, accounts receivable, payroll accounting, fixed assets, revenue recognition, expense allocations, financial close, and financial reporting.
- Experience with nonprofit grant and restricted fund accounting, including revenue recognition, expense classification, releases from restriction, and compliance with donor restrictions.
- Demonstrated knowledge of GAAP, internal controls, financial statement audits, tax preparation, and applicable accounting and regulatory requirements.
- Experience managing and developing accounting professionals.
- Proficiency with Sage Intacct or a comparable financial management system is preferred.

COMPENSATION & BENEFITS

Estimated Starting Salary Range:

\$180,000 - \$190,000, 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.