



Putting Veterans First Since 1992  
**NEW DIRECTIONS** *for* **VETERANS**

### Position Description

Title	Controller
Reports to	Executive Director
Location	Bldg. 116
Type	Temp-to-Hire

#### **How this Position Supports our Mission:**

The Controller provides financial leadership, staff management and strategic vision for the overall financial direction for New Directions, Inc. The Controller is responsible for the transparent and ethical practices in all financial planning, accounting, asset management, grant management, federal awards programs and control systems designed to meet New Directions' financial obligations, government funding requirements and financial programmatic obligations regarding all manner of funding.

#### **Responsibilities:**

- Serves as a strategic business partner with the Executive Director and Executive level team, overseeing all aspects of finance and asset management. Collaborates with the Executive Leadership Team to develop strategic financial options that support New Directions' mission and develops structures that effectively support programmatic work.
- Works with program management to effectively monitor the allowability of usage of funds from government and private grants and reviews and ensures timing and accurate government and private grant billings. Prepares all grant close-out reports and involved in grant negotiations, as needed.
- Leads the annual budgeting process and manages the timely development of an annual budget as well as grant budgets. Works directly with the Executive Leadership Team to prepare departmental budgets and provides support to Program Managers in the development of Program budgets.
- Prepares the production of monthly reports including reconciliations with funders, as well as financial statements and cash flow projections for use by Executive management, and the Audit/Finance Committee and Board of Directors.
- Manages and ensure accurate forecasting of cash flows.
- Ensures that effective and verifiable internal controls are in place, ensures the preparation of the annual financial statements is in accordance with U.S. GAAP and federal, state and other required supplementary schedules and information. Manages New Directions internal audit, generation of financial statements and the timely submission of legally required filings and tax documents. Primary point of contact for all aspects of funding audits as they relate to financial matters. Collaborates with Program staff on finalizing all relevant data required for funding audits and reviews and approves prior to submittal.
- Oversees the coordination and activities of independent auditors ensuring all A-133 audit issues are resolved, and all 403(b) compliance issues are met. Also, oversees all grant auditors and ensures compliance with fiscal and program requirements.
- Responsible for the leadership and management of the Finance team, including hiring appropriate personnel for the staffing needs of the department and the day-to day management of the department staff and performance reviews. Trains the Finance/Accounting unit and other staff on raising awareness and knowledge of financial management matters.
- Provides leadership in the development and continuous evaluation of short and long-term financial objectives. Develops actionable analysis for financial performance, trends and long-terms forecasts.

- Serves on the Finance and Development committees. Supports the needs of the Board of Directors related to the financial management of the organization. Prepares reports and analysis as needed.
- Represents New Directions at official functions and serves as liaison on banking matters.

#### **Required Skills and Experience:**

- Bachelor's degree in accounting, Finance or related area required.
- CPA or MBA required along with at least 5 years of experience managing the finance department of a Non-profit organization with a budget of at least \$8 million dollars.
- Demonstrated experience working with complex and local governments grant funding. LAHSA grant experience preferred.
- Proficient in the management and understanding of requirements for high volume government funding, restricted and non-restricted funding and private grant funding management.
- Knowledge of not-for-profit accounting in accordance with U.S. Generally Accepted Accounting Principles, OMB Circulars A-133, A-110 and A-122, and appropriate Code of Federal Regulations
- Expert knowledge in the requirements for the reporting of Time and Effort timesheets relating to payroll.
- Skilled in resolving complex financial issues and/or problems. Can effectively evaluate options, execute a plan of action and communicate resolution to appropriate parties.
- Proficient with financial management software; Financial Edge preferred.
- At least two years performing audits under the supervision of a CPA firm, preferably OMB 133 audits.
- Outstanding organizational skills and exceptional attention to detail. Strong work ethic with the ability to lead teams and accomplish goals and results.
- Dedication and commitment to the mission of serving veterans. Flexibility and willingness to work occasional evenings and weekends to meet deadlines.

#### **Other Requirements:**

- Capable of providing Employment Eligibility Verification.
- Thorough knowledge of general office software, particularly Microsoft Office Suite; excellent Excel skills
- Complete a background screen and drug test.
- Possess a valid California Driver's License and evidence of insurance coverage.
- Provide annual evidence of tuberculosis test.
- Complete bi-annual CPR Training.

#### **Work Environment and Physical Demands:**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High level of concentration and attention to detail for extended periods of time required.
- Ability to communicate effectively using all methods of communication with individuals in the organization at all levels, outside agencies, partner organizations and consultants.
- Ability to quickly organize and communicate thoughts and to understand communications from others.
- Complex reading and writing skills with the ability to read, proof, and analyze complex documents.
- Ability to see, hear, and talk clearly in order to receive instruction and to give instructions to others.
- Ability to work independently, with others, around other, have verbal contact with others, face-to-face contact with others and prioritize work and make decisions.
- This is sedentary work in an office setting. While performing the duties of this job, the employee is frequently required to stand, sit, walk, stoop, talk, hear, reach above and below shoulders; use hand and finger dexterity, keyboarding and making and receiving telephone calls. The employee may be required on occasion to lift and or carry up to 25 lbs.
- The employee frequently is required to use hands and fingers to handle or feel and reach with hands and arms. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Occasionally the employee will be required to perform work out of the office or other facilities.

**Job Description Acknowledgement**

I have received, reviewed and fully understand the job description for the Controller. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name: \_\_\_\_\_

Date \_\_\_\_\_

Employee Signature: \_\_\_\_\_

*The employer is an "equal opportunity employer." The employer will not discriminate and will take "affirmative action" measures to ensure against discrimination in employment, recruitment, and advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, creed, color, national origin, or sex.*