

Job Announcement

Date: November 15, 2021

Location: San Diego, CA

Position: Controller

Walden Family Services is an anti-racist organization. Walden Family Services is a Human Rights Campaign organization and supports the LGBTQI+, we are welcoming & affirming to all.

Organization:

Walden Family Services is a private, non-profit Foster and Adoption agency serving Los Angeles, San Diego, Riverside, San Bernardino, Orange, and surrounding counties. Walden has been a recognized leader in providing treatment-level foster care to children in need, specifically, children who are mentally and physically handicapped, developmentally delayed, autistic, and medically fragile as well as children who have been removed from their homes as a result of abuse, negligence or abandonment.

Job Description:

Responsible for the successful direction, administration, and coordination of all activities of the Accounting Department, in accordance with the mission and objectives of Walden and established policies, procedures, and controls. Three direct reports with a team of seven. Potential for growth opportunities to CFO. Ability to work remotely with periodic in-person meetings for training, audit, etc. This role reports directly to the Chief Executive Officer and will be a member of senior leadership team creating strategy and vision of Walden.

Primary Duties and Responsibilities include:

1. Creates develops and implements a practical accounting and finance organization strategy for the agency, working with the Chief Executive Officer to determine future growth and expansion objectives.
2. Supervises Accounting staff and ensures the integrity of all financial data produced by the department.
3. Prepares monthly financial statements for distribution to Finance Committee, Board, and Leadership team. Maintains a working knowledge of GAAP standards and ensures all financial reports are prepared in compliance.
4. Monitors activities to ensure that all applicable laws, rules, regulations, and controls of the agency.
5. Establishes and implements production standards and goals and departmental policies and procedures, which will enable the Accounting Department to function more effectively and efficiently. Responsible for updating procedure manual regularly.
6. Coordinates and prepares annual budgets for the organization and applicable programs as necessary.
7. Tracks all contracts and grants to ensure funds are allocated according to terms of each agreement, ensure the proper use of federal funds. That restricted donations are correctly released according to GAAP. Ensure all donations expenditures meet donor intent.
8. Prepares program financial statements for monthly leadership meetings for review.

9. Responsible for all contract audits and compliance related to government-contracted programs.
10. Oversees Annual Audit, which includes Single Audit; responsible for preparation of all client prepared schedules. Responsible for RFP's for audit firms as necessary. Prepare for and lead Audit meetings.
11. Process all Federal and State regulated reports and filings.
12. Interview, select, train, and evaluate employees as needed.
13. Responsible for monitoring cash flow and reviewing daily cash reports.
14. Serves as an advisor from the financial perspective on any contracts and/or grants into which the agency may enter and prepare proposals.
15. Written and verbal presentations to Finance Committee, Audit Committee, Board meetings, and Funders.
16. Performs other duties as assigned and requested.
17. At all times projects a favorable image of Walden Family Services.

Qualifications:

- A licensed CPA
- Four to five years of experience in a management position is required. Nonprofit experience is preferred.
- Experience with budgeting, financial reporting, expense analysis, cost-benefit analysis, and financial statement interpretation required.
- Knowledge of and experience applying GAAP.
- Previous experience with state regulations and fillings required.
- Intermediate to advanced computer skills.
- Demonstrated competence in supervision and leadership of staff in a collaborative team-based environment.
- A strong self-starter with demonstrated ability to prioritize work and achieve success with minimal supervision.
- Excellent verbal and written communication skills.

Employee Status: Full Time Exempt

Salary Range: Salary will be commensurate with skills, experience, and education.
(\$115K-\$125k range)

Benefits: Walden offers the following benefits: medical, dental, vision, life & AD&D, LTD insurance, flexible spending, supplemental life, EAP, health advocate, AFLAC and 401k. Walden also offers 17 paid holidays as well as sick and vacation time.

Send resume to: Email: judy@thompsonsearch.com

Closing Date: **Until Filled**

Walden has a COVID-19 vaccination requirement, requests for accommodation may be considered