

Position: Controller – Mission Valley
Report to: CEO
Salary: \$90,000 to \$115,000 DOE
Status: Full time, exempt
Probation: 90-day introductory period
Benefits: Generous benefits package including medical, dental, vision, 403B

The mission of the Institute for Public Strategies (IPS) is to work alongside communities to build power, challenge systems of inequity, protect health, and improve quality of life.

IPS is a diverse, inclusive workplace, where employees are valued and respected for their different perspectives, experiences, backgrounds, and contributions. We are proud to be an Affirmative Action/Equal Employment Opportunity Employer committed to making all employment decisions so as to further this principle of equal employment opportunity. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Accommodations will be made for individuals with disabilities who are otherwise qualified and able to perform the functions of this position.

The Institute for Public Strategies is seeking a **Controller with experience in NONPROFIT FUND ACCOUNTING**. Reporting to the chief executive officer (CEO), the Senior Controller will be responsible for carrying out all finance, accounting, and financial reporting activities; working closely with the Executive Team and the Development Team; and demonstrating leadership qualities and ability to succeed in a team environment.

This position is based out of IPS' San Diego Office in Mission Valley.

JOB QUALIFICATIONS AND DEMONSTRATED EXPERIENCE:

1. A minimum of 10 years of progressively responsible experience that includes budgeting, financial forecasting, planning, and organizing, grants management, annual budget, and audit preparation.
2. A minimum of 5-10 years of executive-level experience as a controller or chief financial officer.
3. At least 5 years of experience with fund accounting
4. Mastery of finance, accounting, budgeting, and cost control principles
5. Thorough understanding of Generally Accepted Accounting Principles (GAAP), internal controls, and financial reporting.
6. Significant experience with allocations of shared costs;
7. Familiarity with US Government negotiated indirect rates and methodologies.
8. Experience with Code of Federal Regulations (CFR).
9. Experience managing external nonprofit audit with Single Audit background and 990 preparation.
10. Experience managing payroll function from timesheet to paycheck for 35-50 employee organization.
11. Strong quantitative analysis capabilities, with the ability to read, analyze, interpret, and explain complex financial data.
12. Familiarity with MIP Fund Accounting or similar accounting systems.
13. Essential computer skills and expert software knowledge of Adobe, MS Excel, and MS Word.
14. Values high-quality work products.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Lead all day-to-day financial operations of a budget of \$4 million and supervise a two-person accounting team
2. Provide fiscal oversight with a future focus, financial forecasting, planning, and organizing
3. Manage external nonprofit Single Audit and 990 preparation.

4. Manage payroll function from timesheet to paycheck for 35-50 employee organization operating in multiple locations and states.
5. Maintain accurate financial records and prepare clear and accurate reports for informational, auditing, and operational use
6. Communicate information about finances and accounting issues to nonaccountants and individuals with varying levels of financial expertise.
7. Professionally represent IPS with government agencies and foundations.
8. Oversee and reconcile all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements
9. Create and update monthly projections and dashboards for IPS management and the Board of Directors
10. Create and maintain interactive spreadsheets that link program budgets together
11. Manage banking needs and services
12. Prepare monthly reimbursement claims for government and grant-funded programs
13. Prepare annual budgets for 12-15 programs with varying fiscal years: including detailed budget justifications and budget modifications as needed.
14. Work closely with the development team to develop proposed budgets and budget justifications for federal, state local, and private foundation grants or contracts
15. Prepare annual cost allocation plan and proposal
16. Manage audit and 990 preparations, taxes, and vendor 1099s
17. Perform funder audits as requested (monthly)
18. Provide month-end and year-end closing
19. Monitor and pay vendors, subcontractors
20. Ensure systems and procedures are in place to support effective financial management and flawless audits; develop and recommend improvements.
21. Maintain internal control and safeguards for receipt of revenue, costs, program budgets, and actual expenditures
22. Administer 403(b) retirement accounts, including monthly evaluation and deposits of IPS discretionary contributions, annual reconciliations, vesting schedule, and liaison with a third-party administrator.

PREFERRED QUALIFICATIONS AND CHARACTERISTICS:

1. Bilingual
2. Demonstrates strong interpersonal skills.
3. Projects professionalism in all communications.

This job description describes the general nature and level of work of this position. This is not a complete list of all responsibilities, duties, and skills required. All IPS employees may be required to perform duties outside of their normal responsibilities from time to time.

Must have valid California Driver's License and own an insured, reliable vehicle to use during work.

The position will require an FBI background check/fingerprinting and drug testing. However, **lived-experience should not deter anyone from applying.**

To apply, please send a cover letter and resume to controller@publicstrategies.org in a single PDF.