

Position: Senior Controller – Mission Valley
Report to: CEO
Salary: \$115,000 to \$120,000
Status: Full time, exempt
Introductory Period: 90 day introductory period
Benefits: Generous benefits package: medical, dental, vision, paid time off (PTO), 403B retirement benefits after 90-day introductory period

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 Equal Employment Opportunity Employer. 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 (IPS) is seeking a highly experienced **Senior Controller** to lead and manage all aspects of financial operations for a dynamic nonprofit organization with a \$5 million budget. Reporting to the chief executive officer (CEO), the Senior Controller will be responsible for strategic financial planning, budgeting, forecasting, and managing a small team. The Senior Controller will play a critical role in ensuring compliance with GAAP, federal regulations, and other accounting standards while working closely with executive leadership, government agencies, and external auditors. The candidate must work well as part of a diverse team with varying ideas and work styles. This position is based out of IPS' San Diego Office in Mission Valley.

ESSENTIAL FUNCTIONS:

1. **Financial Operations Leadership:** Lead all day-to-day financial operations of a \$5 million budget, ensuring efficient and effective use of resources. Supervise and mentor a one to two-person accounting team.
2. **Financial Planning & Forecasting:** Provide fiscal oversight with a future-focused approach, including financial forecasting, planning, and organizing.
3. **Audit Management:** Manage the preparation for external nonprofit audits, including Single Audit and Form 990 filings. Act as the primary point of contact for auditors and ensure timely completion of all audit requirements.
4. **Payroll Oversight:** Administer the payroll function for a 35-50 employee organization across multiple locations and states, ensuring accuracy and compliance from timesheet submission to paycheck distribution.
5. **Financial Reporting:** Maintain accurate financial records and prepare clear, timely reports for operational use, audit purposes, and management decision-making.
6. **Financial Communication:** Communicate complex financial information in a clear and understandable manner to non-financial staff, board members, and other stakeholders.
7. **Government & Foundation Relations:** Represent the organization professionally when interacting with government agencies and foundation partners, ensuring compliance with all financial and regulatory requirements.
8. **Account Reconciliation:** Manage and reconcile all accounts, ledgers, and financial reporting systems, ensuring compliance with GAAP and regulatory standards.
9. **Management Reporting:** Develop and update monthly financial projections, dashboards, and key performance indicators for the executive management team and Board of Directors.
10. **Budget Management:** Create, maintain, and update detailed program budgets for 12-15 programs with varying fiscal years, providing budget justifications and modifications as needed.
11. **Grant & Contract Budgets:** Collaborate with the development team to prepare budget proposals and justifications for federal, state, local, and private foundation grants and contracts. Manage multiple simultaneous government contracts (at least 5-7 contracts) with varying terms, ensuring compliance with budgetary constraints.
12. **Cost Allocation:** Prepare and maintain the annual cost allocation plan, ensuring appropriate distribution of indirect costs across various programs and funding sources.
13. **Tax & Compliance:** Oversee the preparation of tax filings, including vendor 1099s, and ensure compliance with federal and state regulations.
14. **Vendor Management:** Manage vendor payments and oversee subcontractor financial arrangements, ensuring timely and accurate processing.
15. **Internal Controls:** Develop and maintain strong internal controls and systems to safeguard financial assets, including procedures for revenue receipt, cost management, and expenditure tracking.
16. **Retirement Account Administration:** Administer the organization's 403(b) retirement plan, ensuring monthly evaluations, deposits of discretionary contributions, and annual reconciliations.
17. **Audit Support:** Conduct funder audits as requested, ensuring compliance with grant requirements and organizational policies.

18. **Month-End & Year-End Closing:** Manage the month-end and year-end closing processes, ensuring accurate financial statements and compliance with accounting principles.
19. **Continuous Improvement:** Recommend and implement improvements to financial systems, procedures, and reporting processes to enhance efficiency, accuracy, and audit readiness.

JOB QUALIFICATIONS AND EXPERIENCE:

1. 10+ years of progressively responsible experience in budgeting, financial forecasting, planning, grants management, and audit preparation.
2. 5-10 years of executive-level experience as a Controller, Chief Financial Officer (CFO), or similar leadership role.
3. 5+ years of experience managing people and leading a NONPROFIT FINANCE DEPARTMENT, managing day-to-day operations, staff development, and departmental processes.
4. Experience in nonprofit organizations with revenue between \$3 million and \$5 million, demonstrating the ability to manage financial operations of a similar size.
5. 5-7 years of experience managing budgets for multiple simultaneous nonprofit government contracts (at least 5-7 contracts), ensuring compliance with contract terms and government regulations.
6. 5+ years of experience with fund accounting in a nonprofit environment.
7. Strong expertise in finance, accounting, budgeting, and cost control principles.
8. In-depth knowledge of Generally Accepted Accounting Principles (GAAP), internal controls, and financial reporting standards.
9. Extensive experience with allocations of shared costs and managing complex financial structures.
10. Familiarity with the US Government negotiated indirect rates and methodologies.
11. Strong understanding of the Code of Federal Regulations (CFR) and nonprofit accounting regulations.
12. Proven track record of managing external nonprofit audits with a background in Single Audit and Form 990 preparation.
13. Experience managing payroll functions for an organization with 35-50 employees across multiple locations.
14. Strong quantitative analysis capabilities and ability to interpret complex financial data.
15. Proficient in MIP Fund Accounting or similar accounting systems.
16. Expertise in Adobe, MS Excel, and MS Word; advanced Excel skills a must.
17. A commitment to producing high-quality financial work products.

SKILLS AND COMPETENCIES

1. **Leadership & Management:** Proven ability to lead a nonprofit finance department, including managing staff and optimizing departmental performance.
2. **Strategic Thinking:** Ability to anticipate financial challenges and proactively provide solutions that align with the organization's goals.
3. **Attention to Detail:** Strong focus on accuracy and quality in financial reporting and documentation.
4. **Collaboration & Communication:** Strong interpersonal skills with the ability to work effectively across departments and with external partners.
5. **Adaptability:** Comfortable working in a dynamic environment and handling multiple priorities effectively.

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.

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

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