



## **SUMMARY POSITION DESCRIPTION CONTROLLER**

### **The Organization**

The Family Independence Initiative is a national organization developing a platform for social and economic mobility, which over this last decade has demonstrated that investing in people's strengths and initiative delivers stronger, more sustainable and cost effective outcomes for working poor families. Our strength-based approach, as radical and as old as our democracy, is inspired by the historical successes of poor communities in the U.S.

FII has proven that galvanizing social networks in low-income communities, honoring the self-determination of individual families, and leveraging existing capacities results in dramatic community improvement. Our multi-city demonstrations deliver measurable results for families, funders, and policy makers to break the cycle of poverty.

FII is at an inflection point where tremendous potential exists for us to grow on a national scale. Recent media exposure and a growing set of influential supporters have positioned FII to expand its impact with the potential of creating a new attitude and system of support for working families. FII also has a growing cadre of families that are willing to act as advocates and who we will count on to begin a more ground up movement.

Headquartered in Oakland, California with projects in seven cities nationally. FII is supported primarily by private contributions from Foundations and individuals. It has a current annual budget of \$8 million.

### **The Position**

Reporting to the Managing Partner, the Controller will be responsible for oversight of all finance, accounting and reporting activities. The Controller will be involved in presentations to the board finance and audit committee and will work closely with the senior leadership team.

The Controller will lead all day-to-day finance operations of a budget of \$8 million including functional responsibility over accounting, accounts payable, accounts receivable, payroll, and grants administration. The Controller will ensure that FII has the systems and procedures in place to support effective program implementation and conduct flawless audits. The Controller will work closely with team members, not only to educate them regarding finance and accounting procedures but also to explore how the finance function can support project operations.

In addition, s/he will partner with the senior leadership, and the human resources (HR) and information technology (IT) staff to enhance and better integrate finance, HR, and IT functions.

### **Responsibilities**

#### **Finance and Accounting Leadership**

- Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements.



- Maintain internal control and safeguards for receipt of revenue, costs, and program budgets and actual expenditures.
- Coordinate all audit activity.
- Consistently analyze financial data and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitor progress and changes and keep senior leadership abreast of FII's financial status;
- Assist FII's leadership in the annual budgeting and planning process; administer and review all financial plans and compare to actual results with a view to identify, explain, and correct variances as appropriate.
- Support in engaging the board's audit and finance committees around issues and trends in financial operating models and delivery.
- Oversee all financial, project/program and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collate financial reporting materials for government, corporate, and foundation grants;
- Manage organizational cash flow forecasting by working in partnership with leadership staff continuously collaborate with team members to assess the financial efficacy of program operations and establish finance and administrative systems to support program operations.
- Manage and track the performance of invested assets in keeping with policies and investment guidelines.
- Knowledge of data base (salesforce, others) and ability to work cross disciplines (we are seeking multi-tool players)

### **Team Leadership**

- Leverage strengths of the current finance team members, help to clarify roles and responsibilities and develop and implement training programs in order to maximize and reach optimal individual and organizational goals;
- Provide leadership in strengthening internal communications with staff at all levels throughout the organization; create and promote a positive and supportive work environment.

### **Qualifications**

This is an extraordinary opportunity for a mature leader with seven to ten years of accounting and finance experience, ideally beginning in accounting and audit, followed by experience gathering, evaluating, presenting and reporting financial information to executive teams and external stakeholders. S/he will ideally have experience in a complex nonprofit that has multiple program.

Other qualifications include:

- Personal qualities of integrity, credibility, and unwavering commitment to FII's mission; a proactive, hands-on strategic thinker who will own, in partnership with leadership team, the responsibility for finance
- Minimum of a BA; CPA and/or MBA preferred
- Solid experience coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll, and accounting for investments
- A track record in grants management as it relates to compliance and reporting of government, corporate and foundation grants is a plus.
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; advanced knowledge of accounting and reporting software
- Commitment to recruiting, mentoring, training, and retaining a diverse team; the foresight and ability to delegate accordingly



- Keen analytic, organization and problem solving skills which allows for strategic data interpretation versus simple reporting
- Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to senior management, board or other outside partners
- Ability and desire to translate complex financial concepts to individuals at all levels including finance and non-finance managers

### **Compensation**

This is a full-time position with a competitive benefits package, including medical, dental, and vision, 401(k), and vacation. Salary is commensurate with experience.

### **To Apply**

To be considered for this exciting opportunity please submit a resume and cover letter via email, with subject line "Controller" to Jesus Gerena: [jesus@fii.org](mailto:jesus@fii.org). Your cover letter should outline how your work history and personal contribution would make a difference for FII and FII families.