



**Embrace. Educate. Empower.**

**The Fuller Center provides affordable childcare and well-rounded support system with comprehensive, family-centered care**

## **MISSION**

To embrace, educate, and empower hardworking, under-resourced families and children to achieve their full potential.

## **VISION**

To be the leading organization providing access and opportunities for all children and families to help build a strong and vibrant community.

**Title:** Nonprofit Controller

**Hours:** Full Time/ Exempt

**Reports to:** CFO

**Description/Overview:** The Nonprofit Controller plays a crucial leadership role in the financial management and oversight of a nonprofit organization. This position is responsible for maintaining accurate financial records, ensuring compliance with regulatory requirements, and providing strategic financial guidance to support the organization's mission and goals.

## **RESPONSIBILITIES/JOB DUTIES:**

### **1. Financial Management**

- Oversee the day-to-day financial operations of the nonprofit organization
- Develop and implement financial policies and procedures to ensure sound fiscal management
- Manage budgeting processes, working closely with department heads to develop and monitor budgets

### **2. Accounting and Reporting**

- Maintain accurate and up-to-date financial records using QuickBooks and Microsoft Suite/Excel
- Prepare and analyze financial statements, including income statements, balance sheets, and cash flow statements
- Generate regular financial reports for internal and external stakeholders, providing insights into the organization's financial health

### **3. Compliance and Audit**

- Ensure compliance with relevant accounting standards, tax regulations, and nonprofit reporting requirements
- Coordinate and facilitate external audits, working with auditors to provide necessary documentation and address any audit findings

#### **4. Grant Management**

- Oversee the financial aspects of grant applications, including budgeting, reporting, and compliance
- Work closely with program managers to track and report on grant expenditures

#### **5. Financial Planning and Strategy**

- Collaborate with executive leadership to develop long-term financial strategies aligned with the organization's mission and goals
- Provide financial analysis and insights to support decision-making processes

#### **6. Team Management**

- Supervise and mentor finance and accounting staff, fostering a positive and collaborative work environment (as demonstrated by proven track record in effective supervision and mentorship)
- Conduct regular performance evaluations and professional development opportunities for finance and accounting team members

#### **7. Risk Management**

- Identify and mitigate financial risks by implementing internal controls and best practices
- Develop and maintain a comprehensive risk management strategy for the organization

#### **8. Relationship-Building**

- Build and maintain strong relationships with banks, donors, auditors, and other key stakeholders
- Serve as a financial liaison between the organization and external partners
- Other duties as assigned

### **EDUCATION/EXPERIENCE/QUALIFICATIONS**

#### **1. Education**

- Bachelor's degree in accounting, finance, or a related field
- Not For Profit experience

#### **2. Experience**

- Track record of success in a senior finance role demonstrating effective nonprofit financial management, including grant accounting and compliance

#### **3. Skills and Abilities**

- Comprehensive knowledge of nonprofit accounting principles, financial reporting, and compliance requirements
- Excellent analytical and problem-solving and strategic thinking skills
- Proficiency in financial software, QuickBooks, and Microsoft Excel
- Excellent leadership and team management abilities
- Effective communication and interpersonal skills
- Ability to work collaboratively in a team and lead financial initiatives

#### **4. Values**

- Commitment to the organization's mission and values
- High ethical standards and integrity

### **SALARY & BENEFITS**

- Highly competitive, market-based compensation with health and retirement benefits
- Fuller Center is an equal opportunity employer and a drug-free workplace

**TO APPLY**

Email your résumé to [Jobs@fullrcenterfl.org](mailto:Jobs@fullrcenterfl.org). Include a cover letter describing the following:

- Why you are choosing to pursue this position?
- What expertise and experience uniquely qualify you to lead the organization?
- What you hope to contribute to the organization and those it serves?
- Which version of Quickbooks do you have experience with? (desktop/online)