

Safe Alliance Charlotte, NC Position Opening: Comptroller

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Safe Alliance is seeking a **Comptroller** to support the agency mission of providing hope and healing to those impacted by domestic violence and sexual assault. The Comptroller manages the internal finance department as well as the relationship with our fractional/outsourced finance service provider.

Performance indicators include the following: (1) Effectively managing and optimizing the day-to-day financial processes, (2) projecting and allocating sufficient funding for on-going operational, capital, and reserves requirements, (3) Working with the Senior Grants Manager to ensure government and foundation grant funds are expended as defined, (4) maintaining a highly effective culture of team work and outstanding customer service. The ideal candidate will have excellent communication and critical thinking skills. Safe Alliance deeply values candidates with diverse life experiences and is actively committed to equity, diversity and inclusion.

Salary range \$70-85K based on experience.

Responsibilities/Accountabilities

Budget and Finance

- Prepare, monitor, and manage the annual budget so that resources are devoted to top priorities and strategic objectives.
- Serve as chief liaison to the board Finance Committee working in close conjunction with the Board Treasurer. Monthly duties include scheduling meetings, preparation/distribution of meeting packets and ensuring recording of each meeting via minutes. The Comptroller will work in partnership with external accounting vendor incorporating reconciled financials, explanations for variances, and forecast projections.
- Lead the agency audit and single audit processes in conjunction with external vendors.
- Manage the agency's capital budget working with executive and program leadership and the Finance Committee. This will include scheduling/leading quarterly meetings with program staff to update the capital budget.
- Develop longer-term forecasting processes and identify and monitor internal and external factors that may impact longer-term budgets.
- Annually complete and submit the Charitable Solicitation License application by the November deadline.
- Annually complete and submit the SAM registration by the May deadline.
- Maintain federally funded annual inventory and fixed asset schedule.

Grants Management

- Supervise the fractional service provider as well as the Senior Grants Manager, ensuring office coverage and deadline management
- Have a thorough understanding of all Grants Management processes to support Senior Grants Manager and fill in during any absences, particularly in regard to all payroll processes
- Work with Senior Grants Manager to prepare budget and financial documents for grant applications including budget narratives
- Work with Senior Grants Manager to monitor grant usage and ensure grants are expended in compliance with funding restrictions
- Monthly work with Senior Grants Manager to monitor, analyze and forecast grant utilization and make adjustments to grant allocations/budgets using Grant Spend tracking spreadsheet
- Maintain the Salary Data spreadsheet

Financial Policies and Procedures

- Develop and maintain financial policies and procedures. Ensure that these are followed resulting in close alignment with agency Vision and Mission and funder requirements.
- Institute procedures and practices that increase efficiencies and financial controls.
- Identify significant business, financial, operating risks and financial irregularities and communicate information to other executive leadership

Stewardship

- Support agency mission by participating personally in Admin team, Strategy Team, Leadership Team and Board Meetings and ensuring staff involvement in agency and community meetings and committees.
- Promote and maintain professional relationships with agency staff, volunteers, and community partners.

Professional Development

- Maintain professional licensing/certification as applicable, staying informed about traumas, victimization, and other priority issues for the agency.
- Maintain and develop skills and knowledge by attending training and staying informed of trends affecting job related duties and issues facing the agency/clients.

Administration/Other

- Other duties as assigned.

POSITION REQUIREMENTS

- Light work: Exerting up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, twist, carry, push, pull or otherwise move objects, including the human body.
- The worker is required to have the ability for close vision, distance vision, color vision, depth perception, and ability to adjust focus to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; expansive reading; visual inspection involving small defects, small parts and/or operation of machines (including inspection), to determine accuracy and thoroughness of work assignment.
- Position requires ability to reach, stand, crouch, walk, finger, grasp, sit, twist, talk, hear, and perform repeated motions.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work hours are typically Monday-Friday between 8:00am to 6:00pm.
- Employee must have access to transportation that allows them to meet all job requirements in a timely fashion.

MINIMUM REQUIREMENTS

- Safe Alliance may still be subject to government mandated vaccine requirements and testing as outlined by the OSHA Emergency Temporary Standard. All applicants must be willing to submit proof of vaccination status or test weekly
- Bachelor's Degree in Business, Accounting or Finance required.

- A minimum of 3 years' experience managing / leading budgeting, and the finance function in nonprofits receiving substantial government and foundation grants funding. Evidence of both breadth and depth is essential
- Thorough, current knowledge of non-profit accounting principles. A high degree of skill utilizing Accounting systems and the Microsoft Suite of Office tools

PREFERENCES

- CPA
- Master's Degree in Public Administration or Business or equivalent experience
- Accomplishment supervising systems change and process improvement preferred
- Experience using Financial Management Systems and accounting software's

No calls, emails, or visits please. For immediate consideration, please formally apply online and provide a resume and cover letter.

The above statements are intended to describe the general nature and level of work being performed by people assigned this job classification. They are not to be constructed as an all-inclusive list of all duties, skills, and responsibilities of people so assigned. Safe Alliance may still be subject to government mandated vaccine requirements and testing similar to the ones outlined by the OSHA Emergency Temporary Standard. As a condition of employment you must be willing to submit proof of vaccination or submit testing results weekly or as outlined by the agency. Proof of vaccination status must be provided at hiring and/or upon request by the agency.

Accommodations: Safe Alliance will engage in an interactive process with employees requesting medical or religious accommodations

The Agency's policy is to provide equal opportunity in all terms, conditions, and privileges of employment for all qualified applicants and employees without regard to race, color, creed, religion, national origin, sex, age, marital status, disability or veteran status.