



## Controller

### ABOUT YOU:

Are you looking to apply your talents as a Controller at an internationally recognized and respected environmental organization? Save the Redwoods League is seeking a strategic, proactive, and dependable **Controller** to meticulously execute all financial administration and budgeting, manage financial and accounting system controls and standards, and ensure timely financial and statistical reports for management and board use. With oversight from the CFO, the **Controller** diligently oversees the maintenance of the internal controls of the organization and is responsible for the integrity of the League's financial record-keeping. We are looking for a dynamic leader who is willing and able to address complex accounting and financial matters, all while managing a three-person team.

- **Compensation: \$147,300 – \$153,600, depending on experience**
- **Work Location:** This position works in our SF office 2 days a week on-site and may work 3 days a week remotely, if desired.
- **Benefits:** We provide excellent benefits including 3 weeks accrued paid vacation per year, sick time, medical, dental, vision, online tele-therapy, health advocacy and employee assistance programs, life insurance, and a generous 401k match!

### ABOUT US:

For over 100 years, Save the Redwoods League has been dedicated to protecting the ancient redwood forests so all generations can experience the inspiration and majesty of redwoods. Since its founding in 1918, Save the Redwoods League has protected more than 200,000 acres of forests and helped create 66 redwood parks and preserves for everybody to enjoy. To learn more about us, go to [www.SaveTheRedwoods.org](http://www.SaveTheRedwoods.org).

### YOUR RESPONSIBILITIES:

#### ***Financial Operations Management***

- Manages the complete accounting process, including journal entries, month-end and year-end close, general ledger, bank, balance sheet account reconciliations, and the annual audit
- Ensures that financial record systems are in accordance with GAAP Principles. Maintains the League's banking relationships.
- Manages the budget process (budget development and forecasting), monitors progress and provides variance analysis and operational metrics.
- Monitors the use of information and technology affecting functional area(s); ensures security; efficiencies, and compliance.
- Prepares and creates reports on monthly and annual financial statements; assist in the preparation of the reports to the finance and investment committee and the board of directors.
- Manages financial administration of federally funded programs such as financial training / monitoring, and fiscal program compliance
- Reviews contracts to ensure compliance with the League's policies.
- Ensures compliance with federal, state, and local legal requirements by keeping current with applicable regulations.
- Monitors and responds to federal, state, and local governmental inquiries related to grants and taxes.
- Ensures that net asset releases for gifts with donor restrictions are properly recorded.

#### ***Audit Management***

- Serves as the League's primary representative and leads the preparation for the annual audit and annual tax returns (Form 990/990T and state filings).
- Manages fiscal audit reviews of federally funded programs.

### **Team Management**

- Hires, trains, and retains skilled accounting staff.
- Motivates, leads, sets objectives, and manages performance of a multi-disciplinary team.

### **YOUR QUALIFICATIONS:**

- BS and CPA is required; an MBA would be a plus.
- A minimum of ten years non-profit experience is required; three years' experience with MIP Fund Accounting or similar accounting software, Adaptive Insights budgeting software, Every Action and Raiser's Edge, or development database experience a plus.
- Demonstrated excellence in managing finance, accounting, budgeting, control, and reporting.
- Ability to examine and develop, re-engineer and recommend financial policies and procedures.
- Experience in successfully transitioning finance operations systems to modern integrated solutions for an increasingly mobile, remotely-based and digitally connected staff is a plus.
- Strong supervisory and team management experience
- A desire to work in a dynamic, mission-driven environment along with a passion for the redwoods.
- A collaborative and flexible style, with strong internal customer service attributes;
- Excellent oral and written skills.
- Superior problem-solving and analytical skills.
- Flexibility, optimism, good humor, and a lifelong learner
- Commitment to the League's Diversity, Equity, and Inclusion values, demonstrated cultural competency, ability to communicate and interact effectively with people across cultures, ethnic groups, and identities; verbal and written fluency in a language other than English is desirable.

### **YOUR WORKING CONDITIONS:**

- Occasional travel, predominantly within California; some weekend and evening responsibilities.
- Occasionally required to hike through forest land including walking on uneven ground, climbing over obstacles, and accessing remote locations.
- Regularly sits at a desk or computer workstation, frequently moves about office to collaborate with colleagues.
- Occasionally lifts, carries or otherwise moves and positions objects weighing up to 30 pounds.

### **TO BE CONSIDERED:**

Please email your resume, a cover letter addressing why you are a great fit for this role, and your salary expectations to [Jobs@SaveTheRedwoods.org](mailto:Jobs@SaveTheRedwoods.org) with **"Controller"** in the subject line.

NO CALLS PLEASE... we are busy protecting redwoods. THANK YOU!

*Save the Redwoods League is an Equal Opportunity Employer and is committed to creating an environment of equity and inclusion. Recruiting and retaining a diverse workforce is a high priority; people of all identities, backgrounds, and cultures are encouraged to apply. Learn more about our [Diversity, Equity, and Inclusion](#) initiatives.*