



## Position Details

**Job Title:** Controller

**Reports to:** Chief Operating Officer

**Status:** Full time, exempt

**Pay Rate:** Based on qualifications

### **Job Description:**

The position is responsible for the management of all finance, accounting, and auditing of the entire organization. Working closely with the Chief Operating Officer, this position will be responsible for managing the day-to-day financial operations, accurate reporting, accounts payable and receivable, payroll, insurance, investments, and cash management.

### **Who you are:**

- Someone who brings excellence to everything you do.
- Detail-oriented with a knack for seeing the big picture.
- Able to handle sensitive information with integrity.
- Able to manage the finances of a complex organization.
- An expert at Excel, QuickBooks and not afraid of crazy large spreadsheets.

### **What you'll do (just the basics):**

- Create and manage annual budget, develop reports for staff and board, and comply with objectives of the finance committee.
- Manage annual audit.
- Manage payroll, compliance, and establish appropriate internal control safeguards.
- Oversee reconciliation of bank statements and investment accounts.
- Maintain appropriate insurance policies.

### **Bonus Points:**

- You have the flexibility to adapt to changes and take on new responsibilities as the organization grows.
- You understand complex accounting systems and can communicate them in simple terms.
- You eat New Market Tax Credits for breakfast.
- You have learned that simple is always better, but it isn't always easy.
- You tend to pick up pennies in the parking lot.

### **What you'll do (the details):**

#### **1) Operating Budget**

- a. Manage the annual budget planning process ensuring coordination between departments that aligns with the strategic plan.

- b. Provide monthly and quarterly reports to staff and board.
- c. Oversee payroll administration process, keep in compliance, and manage quarterly and annual payroll tax reports.

## **2) Financial Management**

- a. Provide leadership to the finance department staff.
- b. Ensure all accounting processes are operating within GAAP standards and within compliance of local, state, and federal authorities.
- c. Establish and maintain appropriate internal control and safeguards, keep record of assets, and maintain security of accounting archives, checks, and cash.
- d. Oversee reconciliation of bank and investment accounts. Maintain fixed assets and depreciation records.

## **3) Audit and Insurance**

- a. Responsible for ensuring annual audit (and departmental audits when required) is completed in a timely manner without findings.
- b. Serve as organizations insurance liaison and ensure compliance for general, board, and vehicle policies.

### **Requirements:**

A mature walk with Jesus Christ and able to articulate Biblical beliefs and their application within the context of the Fresno Mission. All employees of Fresno Mission are an integral part of the outreach ministry of a non-denominational, evangelical ministry sharing the Gospel of Jesus Christ through transformational programs that provide food, shelter, clothing, education, job training and renewal of families to those affected by life-insecurities. All employees are Christian missionaries and may be required to periodically participate in chapel services, outreach ministries, Bible studies and prayer times. Due to the nature of these types of ministries, it is an absolute necessity that each employee possesses and maintain a Christian testimony of their faith and experience in Jesus. Must be in agreement with the Statement of Faith of the Fresno Mission.

### **Application Process:**

Individuals interested in being considered for this position should email the following documents:

1. Letter of interest which includes a narrative detailing how you believe you qualify for this position.
2. An updated resume.
3. The names, email addresses, and phone number of three references.

**Please email all documents to [HR@fresnomission.org](mailto:HR@fresnomission.org).**

To learn more about the Fresno Mission, visit [www.fresnomission.org](http://www.fresnomission.org).

No phone calls.