



# Controller

Sacramento Food Bank & Family Services (SFBFS), a local non-profit organization serving families and individuals in need since 1976, offers fifteen diverse programs and services at two facilities in Sacramento. A staff of 83 and several thousand volunteers accomplish SFBFS' mission of assisting families in need by alleviating their immediate pain and problems and by moving them toward self-sufficiency and financial independence. For more information, please visit [www.sacramentofoodbank.org](http://www.sacramentofoodbank.org).

## POSITION DESCRIPTION

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The Controller is responsible for overseeing the accounting, finance, and reporting functions related to monthly close, financial reporting, budgeting/forecasting, and all audits within Sacramento Food Bank & Family Services (SFBFS). The Controller is responsible for the timely preparation of financial statements, maintenance and constant improvement of our internal financial control structure, and compliance with corporate governance and applicable regulations. He/She is responsible for planning and administering all financial audits and respective data collection, with external auditors and internal contacts, including but not limited to financial statement, 403b, IRS 990, and all Governmental specific audits. The Controller will also provide mentoring and leadership to the Accounting team, identifying opportunities to improve efficiencies and profitability, maintaining internal controls, and supporting senior leadership in financial decisions.

The Controller will perform the following job functions (including but not limited to):

- Responsible for, financial reporting, audit and taxes, treasury management, grants and temporary restricted funds, supervision/management of accounting staff, maintenance of financial and accounting systems
- Month-end close reporting function
- Monthly and quarterly contract reimbursements
- Regular updating of cost allocation schedules for monthly and quarterly allocations of shared costs across all programs
- Quarterly allocation of all private grant restrictions
- Quarterly and annual budgeting/forecasting for all programs/departments
- In partnership with Human Resources, ensure accounting department supports the functions of payroll review/approval and secondary for payroll processing
- Required financial, state, and government audits
- Other duties as assigned

## SKILLS REQUIRED

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- Bachelor's degree in Accounting.
- Prior supervisory experience.
- Experience in coordinating audit activities and financial reporting, budgeting/forecasting, and general ledger.
- Ability to communicate, both orally and in writing, complex technical issues in a clear and concise manner.
- Experience overseeing software installations and managing relationships with project manager/vendors, including advanced knowledge of accounting and reporting software.
- Advanced proficiency in MS Office- Word, Excel, Access, Outlook

## POSITION DETAILS

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- Full Time, exempt position; Monday - Friday
- May include nights, weekends and holidays as required
- Comprehensive benefits including medical/dental/vision/life/AD&D/LTD/retirement and more

Applicants must submit resume, cover letter, [SFBFS' employment application](http://www.sacramentofoodbank.org/jobs) (Found here: [www.sacramentofoodbank.org/jobs](http://www.sacramentofoodbank.org/jobs)) which should include three professional references to [employment@sacramentofoodbank.org](mailto:employment@sacramentofoodbank.org) for consideration. **No phone calls please.**