



Controller

Sacramento Food Bank & Family Services (SFBFS) welcomes people of all backgrounds and circumstances, providing a judgement-free zone for individuals and families throughout Sacramento County. A staff of more than 80 and several thousand volunteers take our mission of fighting food insecurity one step further by offering education and support for families wanting to shape their best tomorrow. More information is available at www.sacramentofoodbank.org.

POSITION DESCRIPTION

The Controller works with the Senior VP of Business Operations and Finance and 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). He/She is responsible for the timely preparation of financial statements, maintenance any improvements 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 statements, 403b, annual tax filings, 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):

- Financial reporting, audit and taxes, treasury management, grants and temporary restricted funds, supervision/management of accounting staff, maintenance of financial and accounting systems, including:
- Balance Sheet, General Ledger, financial reporting, internal controls and financial compliance for the organization, design and implementation of organization's financial reports including financial analysis and financial data mapping and maintaining variety of financial schedules and support
- 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

- Bachelor's degree in Accounting; CPA, MPA or equivalent is desired
- Minimum seven years experience in accounting/finance and over five years experience in non-profit accounting
- Prior supervision of accounting staff.
- Experience in coordinating audit activities and financial reporting, budgeting/forecasting, and general ledger.
- 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

- 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
- Pay range (median to start - depending on experience) - \$105,000.00 to \$150,000.00

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