

Central California Food Bank Job Description

Job Title:	Controller	Prepared By:	HR Manager
Reports To:	CO-CEO	Approved By:	CO-CEO
FLSA Status:	Exempt	Pay Rate:	\$120,000 Annual

POSITION SUMMARY:

The Controller will be responsible for all aspects of financial planning, reporting, strategically managing accounting and financial products. This position will provide leadership and coordination in the administrative, business planning, accounting, and budgeting efforts for Central California Food Bank (CCFB). Reporting to and partnering with the CO-Chief Executive Officer, the Controller will play a critical role in developing and implementing the strategy for CCFB. As a member of the Executive Team, the Controller will be an advisor to the managers and supervisors, evaluating and assisting them with their financial plans and economic modeling.

The following is a list of major duties and responsibilities for this position. It is not all-inclusive. Other duties and responsibilities may be added as needed and, in addition, management as appropriate may modify this job description.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Strategy

- Assess organizational performance against both the annual budget and the CCFB's long-term strategy. Develop tools and systems to provide critical financial and operational information to the Executive Management Team and Board of Directors and make actionable recommendations on both strategy and operations.
- Present monthly financials to the board finance committee and discuss issues, trends and changes in the operating model.
- Participate and bring strategies to the table for our strategic plan.
- Oversee long-term budgetary planning and cost management in alignment with CCFB's strategic plan.
- Develop organization prospects by studying evaluating trends and revenue opportunities; projecting acquisition and expansion prospects; analyzing organization operations; identifying opportunities for improvement, cost reduction, and systems enhancement; accumulating capital to fund expansion.

2. Audit

- Responsible for reviewing and maintaining clean and accurate journal entries and reconciliations for year end audit.
- Ensure inventory is always up to date and manage the year-end inventory count.
- Responsible for ensuring that CCFB's annual financial audit and single audits, when required, are completed in a timely manner and without findings.

3. Budget

- Lead CCFB's business planning process ensuring coordination between departments, aligning with the budget and the strategic plan.
- Prepare a budget that meets the strategic goals of CCFB. Manage the fiscal budgeting process and set timelines for completion.
- Direct and guide the development of annual organization budget by department and by program and provide support and assistance to management in the development of line-item budgets.
- Provide and review monthly variance reports to the executive team and assist with staying on track with budget.
- Monitor and recommend budget adjustments as required during the fiscal year.

4. Financial Management

- Provide overall management to the Finance Department, ensure that CCFB's financial and accounting systems are operating in accordance with GAAP standards; that CCFB is financially solvent; and that CCFB's financial systems and controls are adequate to protect the assets and reputation of the organization.
- Create, coordinate, and evaluate the financial programs and supporting information systems of the organization to include budgeting, planning, and asset management.
- Ensure compliance with local, state, and federal authorities.
- Prepare monthly financial statements and reports.
- Establish and maintain appropriate internal control safeguards.
- Interact with other managers to provide consultative support to planning initiatives through financial and management information analyses, reports, and recommendations.
- Oversee monthly and quarterly assessments and forecasts of CCFB's financial performance against budget, financial and operational goals. Oversee short and long-term financial and managerial reporting.
- Manage grantor contracts and reimbursement requests.
- Develop, maintain and monitor all accounting systems and procedures capturing all pledges, billings and receipts and for the recording of all revenue transactions, recommend and implement improvements to systems.
- Develop, maintain and direct system for purchasing and paying for goods and services, utilizing standard business practices.
- Maintain security of all check stock and vouchers.
- Maintain all records, in accordance with generally accepted accounting procedures, as required or needed by the organization through a coordinated document management system.
- Monitor all balances for receivables and restricted revenue.

5. General Ledger

- Oversee reconciliation of bank and investment accounts monthly.
- Maintain subsidiary ledgers for various balance sheet accounts and reconcile all balance sheet accounts to supporting documentation monthly.
- Maintain fixed asset and depreciation records of the organization.
- Prepare monthly financial statements for review by the Executive Management Team and presentation to the finance committee.

6. Grant Management

- In connection with the grants team, managers, and other directors as needed, maintain grant records to enable monthly and/or quarterly reporting to grantors.

- Assist in working with department to prepare budgets, program implementation plans, and reporting requirements for grants.
- Ensure all grant request reimbursements are submitted within deadlines.
- Ensure all work for grants is being completed within grant periods.
- Monitor elements of grants and contracts and maintain comprehensive files of all paperwork to support billings and other recordkeeping required in the grants and contracts.

7. Serve as the organization's Insurance Liaison.

- Lead staff in making sure that CCFB's insurance needs are taken care of; serves as liaison to insurance broker - Board liability; General liability; and Vehicle insurance.

8. Oversee the payroll administration process

- Oversee the preparation of bi-weekly payroll for salaried and hourly employees, carried out by Finance Assistant.
- Ensure quarterly and annual payroll tax reports are compiled and submitted by third party payroll service.
- Oversee summary of retirement plan contributions and prepare support for amounts paid to provider.
- Submit yearly 1099's, business 990 taxes and other state and federal required reporting.

9. Purchasing/Inventory

- Ensure that the agency has reasonable and accountable policies and practices in place, and followed for purchasing and accounting, inventory and accounting of donations.
- Review and assess plans for purchase, replacement and maintenance of CCFB equipment and inventory. Ensure appropriate maintenance of inventory records.

10. Reporting

- Improve the operational systems, processes and policies in support of CCFBs mission -- specifically, support effective management reporting, information flow and management, business process and organizational planning.
- Oversee overall financial management, planning, systems and controls.

11. Risk Management

- Oversee CCFB's insurance policies.

SUPERVISORY RESPONSIBILITIES:

Directly supervises the finance department team members. Prepares yearly goals for the team and does quarterly reviews on goal progress with each team member.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education, Experience, and Training

- Bachelor's degree in Accounting or Finance required.
- Current and valid CPA preferred.
- Five year's full-time, wage-earning experience in financial management (non-profit accounting experience preferred).

- Experience in distribution industry with inventory experience preferred.
- Experience working with grants desired.
- Knowledge of GAAP required.
- Experience in all accounting functions desired (A/P, A/R, Inventory, Reconciliations, Journal entries, Month end Close).

Knowledge and Skills

- Demonstrated knowledge in financial management, government grants management, risk management, and planning and forecasting.
- Strong analytical and organizations skills.
- Experience in Dynamics Nav preferred or demonstrated proficiency in various modular based Accounting Software. (Navision, MIP, Sage, Great Plains, etc.).
- Excellent written, oral and interpersonal communication skills, in particular, the ability to understand and organize detailed information and to write about or talk extemporaneously on that information.
- Ability to work independently with minimal supervision to achieve deadlines.
- Must have a strong ethical character, good judgment and discretion; capable of handling confidential and financial information.
- Ability to juggle multiple projects with attention to detail and accuracy while adhering to deadlines in a high-energy, fast-paced environment.
- Ability to work effectively with other Foodbank staff and volunteers and communicate with other Foodbank and Feeding America financial staff.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations will be made in accordance with ADA to enable individuals with disabilities to perform the essential job functions.

This position is located at a warehousing/distribution facility. With warehouse and truck traffic in the facility and grounds, a few steps to walk up into the facility and product stacked and stored throughout, this position requires someone who is mobile and who can watch for traffic and normal hazards of a warehouse environment. While performing the job duties of this job, the employee is regularly required to sit, talk, and hear. The employee frequently is required to stand, walk and/or reach with hands and arms. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to use a computer to track detailed data, write reports and receive information; must be able to communicate by phone and in person; must be able to drive to and from meetings, events, and to run errands.

Central California Food Bank is an at-will employer. This means that employment can be terminated at-will by the company or employee and such termination can be made with or without notice.

*Central California Food Bank is an Equal Opportunity Employer.
Central California Food Bank is a proud member of Feeding America.*

Central California Food Bank
Job Description Acknowledgement

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By signing below I am acknowledging that I have received a copy of this job description.

I understand I am to become familiar with my job description's contents as it represents a brief summary of my job duties, which are not all-inclusive and are subject to change, with or without prior notice. I understand it is my responsibility to talk to my manager or Human Resources if I have any questions regarding my individual job responsibilities or any policies and procedures.

Further, I understand that signing this document does not constitute a contract of employment with Central California Food Bank.

Employee Name (Print)

Employee Name (Signature)

Date