



A voice and a hub for the Latino community
as we advocate on behalf of our people
and work to achieve social justice.

Job Description

Position Title: Controller

FLSA Status: FULL TIME, EXEMPT

Department: FISCAL

Reports to: Executive Director

Pay Range: \$125,000 - \$145,000/ Per Annum

MISSION STATEMENT:

As an organization grounded in the Latino community of Washington State, it is the mission of El Centro de la Raza (The Center for People of All Races) build the Beloved Community* through unifying all racial and economic sectors; to organize, empower, and defend the basic human rights of our most vulnerable and marginalized populations; and to bring critical consciousness, justice, dignity, and equity to all the peoples of the world.

JOB SUMMARY:

Following generally accepted accounting principles (GAAP), directly responsible for daily transactional accounting including PR, AR and AP. Month/year end closing and monthly account reconciliations. Financial statement preparation, maintenance of all ledgers, and the efficient management of the accounting team. Meanwhile the Controller needs to coordinate with all departments to complete the funders' fiscal review and monitoring activities to comply with requirements of funding sources. This position reports to the Executive Director.

ESSENTIAL QUALIFICATIONS:

Essential minimum skills, education, and experience:

- In-depth knowledge of general and non-profit accounting principles and procedures, non-profit audit requirements, knowledge of State, Federal and other funding rules and regulations.
- Must have experience and proven commitment to working within a community-based non-profit organization.
- Four-year degree in Accounting/Finance including USA CPA credentials.
- Minimum of 5 years of proven management and finance experience.
- Must be computer literate and include previous spreadsheet experience and have a working knowledge of networks and systems management.
- Must be self-motivated and have excellent written and verbal communication skills as well as a developed detail orientation.
- Must possess a participative management style – a team player.

Additional Preferences and Responsibilities:

- Previous experience with Accounting software (ABILA and ADP, PAYCOM).
- Possess knowledge of Federal tax guidelines and laws as they relate to non-profit organizations and all Federal regulations (OMB A-110, A-122 and A-113 circulars).
- Familiarity with Tax Credit Equity and have knowledge of partnership relationships.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Strategic Leadership

- Collaborate with Executive Director and leadership team to steward and align resources with organizational priorities and goals.
- Ensure timeliness, accuracy, and usefulness of financial and management reporting for funders, senior leaders, and the board of directors.
- Review and present monthly financial statements at the monthly board meeting.
- Engage the leadership team and board of directors to develop short-, medium-, and long-term financial plans and projections.
- Promote El Centro mission, vision, and values to external and internal stakeholders.

Financial Analysis & Forecasting

- Analyze finances and create ongoing and real time forecasts for Executive Director and leadership team to communicate financial realities and opportunities.
- Lead and manage the development and monitoring of annual budget and planning process including updating the organization's business plan as needed.

General Accounting

- Oversee the accounting function from transactional processing to the monthly close and financial statement preparation.
- Supervise the team and ensure they are meeting performance expectations and work deliverables.
- Oversee the annual audit process and 990 preparation and remain up to date on nonprofit best practices.
- Oversee annual 401K audit to ensure in compliance with IRS rules.
- Protect all financial resources and assets by establishing, monitoring, and enforcing internal controls.

Compliance and Risk Management

- Ensure compliance with federal, state, and local legal requirements by researching existing and new legislation, consulting with outside advisors, and filing financial reports.
- Manage and update all required business licensing and related compliance.

Other:

- Engage in organization-wide activities and team building, including staff meetings, peer coaching, learning and development including board members financial training.
- Train program directors in the basic principle of accounting and billing to help them manage their Budget.
- Train the Board of Directors on fiscal reports, profit and loss statements and other relevant financial reports.



A voice and a hub for the Latino community
as we advocate on behalf of our people
and work to achieve social justice.

MEASURABLE STANDARDS

- Must perform in a professional manner at all times.
- Ability to work and communicate well with diverse people.
- Ability to meet and deal effectively with other organizations and the public.
- Ability to work well under pressure and be able to meet deadlines while maintaining a high degree of accuracy.
- Must be able to maintain confidences and handle highly confidential materials.
- Demonstrated leadership ability with common sense.
- Must be highly ethical with a high level of integrity; self-motivated; dependable and reliable; detailed oriented.
- Must be able to communicate, share information as appropriate and interface with staff and directors.
- Expected to trouble shoot and problem solve with Executive Director as needed.

WORKING CONDITIONS:

Works in a general office environment. Generally, works a 5-day week, but may be required to work in excess of 40 hours per week.

PHYSICAL REQUIREMENTS:

- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis.
- Ability to grasp, push, pull objects such as files, file cabinet drawers, and reach overhead.
- Ability to operate desktop or laptop computer.
- Ability to lift up to 25 lbs.

Equal Employment Opportunity and Accommodation Statement:

El Centro de la Raza provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet the requirements of the position. El Centro de la Raza will attempt to satisfy requests as long as the accommodation needed is a reasonable and no undue hardship would result.

El Centro de la Raza offers the following benefits to full-time/part-time staff:

- Medical and Dental Insurance with competitive employee and family rates.
- Basic Life insurance provided at no cost to employee; option to buy up for additional coverage.
- 401(k) plan with 5% employer contribution; eligible to participants after six months of employment; eligible for employer contribution after first year of employment with El Centro.
- 12 days of sick/safe pay time each calendar year (accrued by pay period); Eligible to take accrued leave after 90 days of employment.
- 15 days of vacation accrued by pay period; start accruing upon hire; eligible to take after 6 months of employment plus a floating holiday and birthday off.
- 9 days of paid holidays have been established by El Centro de la Raza + 5 days paid time off during the last week of December.
- Employment Assistant Program for all employees our EAP offers help with mental health, stress, grief and loss, illness or trauma, relationship conflicts, financial guidance, life adjustments, and more.

COVID-19 VACCINATION REQUIREMENT:

All El Centro de la Raza employees are required to be fully vaccinated against Covid-19. Please bring your vaccination records on your first day. Failure to submit proof of vaccination will result in withdrawal of the job offer.

El Centro de la Raza Will consider requests for reasonable accommodation based upon disability or religious belief. Please contact HR@elcentrodelaraza.org for the appropriate application forms.

Employee Signature

Date

Supervisor Signature

Date

cc HR, personnel file