



JOB POSTING

JOB TITLE: Controller

SALARY: \$70,000 -- \$80,000/Year

CHIRLA offers an excellent benefit package, which includes generous time off, health, dental, vision and 401K plan.

FLSA Classification: Exempt/Salaried, full-time, regular

REPORTS TO: Managing Director

START: Immediate Opening

LOCATION: Main Office

POSTION DESCRIPTION:

The Coalition for Humane Immigrant Rights (CHIRLA) is a nonprofit organization founded in 1986. CHIRLA is a California leader with national impact made of diverse immigrant families and individuals who act as agents of social change to achieve a world with freedom of mobility, full human rights, and true participatory democracy. CHIRLA organizes and serves individuals, institutions and coalitions to build power, transform public opinions, and change policies to achieve full human, civil and labor rights. Guided by power, love and vision of our community, CHIRLA embraces and drives progressive social change.

POSITION DESCRIPTION:

This position will be responsible for planning and directing ledger accounts, financial statements, and cost control system that strengthen the process and implement the infrastructure and systems needed to support substantial growth over the next five to ten years.

The Controller will continue to build and manage effective and streamlined financial systems, including financial, accounting, auditing, and budgeting and systems infrastructure. The Controller will be involved in strategic planning, evaluation and professional development initiatives. The Controller will interact with all Directors, provide, and lead in the budgeting process and consultation on finance development.

DUTIES AND RESPONSIBILITIES:

Essential duties include but not limited accounting and financial management:

Accounting Record Keeping

- Strengthen bookkeeping practices, systems, and infrastructure needs;
- Daily management of accounts payable, cash disbursements, cash receipts, accounts receivable, etc.
- Prepare monthly and quarterly financial reporting materials for CHIRLA's management team and Board of Directors.
- Provide timely budgets and financial expense reports for any active grants.





- Oversee and direct organizational and programmatic budgeting and expense reporting.
- Prepare audit schedules and coordinate all annual audit and tax filing activities.
- Develop and manage Financial Forecasting and Investment plans for new resource generation.
- Assist with preparation of reports for the annual financial audit;
- Other duties as assigned.

Project Budget Management

- In collaboration with Directors, prepare budgets;
- Prepare analytical and monthly financial reports for assigned projects;
- Monitor and analyze project finances and budget activities;
- Conduct monthly reviews of activities with project directors.

Grants and Fund Management

- In collaboration with Directors, prepare grant budgets and financial reports
- As needed develop reporting templates and provide analytical reports
- Coordinate, track and reconcile revenue activity, including grants and individual giving on monthly basis;
- Ensure the appropriate allocation of grants and cash receipts;
- Manage grants related issues ensuring timely resolution. Provide timely escalation of important issues to the Associate Director.

SKILLS AND QUALIFICATIONS:

- Bachelor's Degree, ideally in Business, Management, Accounting, or similar subject; CPA preferred;
- Minimum five years' experience in financial nonprofit management, and/or grant management or budgeting;
- Demonstrated skill in the use of computers and accounting software such as QuickBooks, Salesforce, Intact, Nexonia, and Strong Excel skills with examples of building informative financial health reports;
- At least five years' of demonstrable, progressive experience in administration;
- A high level of integrity and the ability to maintain confidentiality;
- Ability to gather data, analyze issues and develop appropriate solutions and recommendations;
- Proven problem-solving, critical thinking and leadership skills is essential;
- Demonstrated ability to prioritize tasks and work under pressure;
- Excellent organizational skills and strong attention to detail;
- Outstanding ability to prioritize, track and execute multiple simultaneous projects in a timely manner in order to consistently meet project or other deadlines;
- Ability to establish and maintain effective relationships throughout the organization and with external vendors;
- Ability to communicate effectively, both orally and in writing;
- Demonstrated proficiency in using Microsoft Office Suite or similar software, including Word, PowerPoint, Excel, Outlook and other programs is required.





- Demonstrated organizational and analytical skills;
- Demonstrated ability to communicate effectively with supervisors, staff and vendors;
- Ability to teach finance management skills is a plus.
- Knowledge of financial principles and practices in non-profit organizations, including 501© (3) and 501 © (4) activity;
- Commitment to CHIRLA's mission of empowering low-income community groups.
- Bilingual (Spanish/English) preferred.

To apply, send resume and cover letter to: jobs@chirla.org

Subject Line should read: **Controller**

