



## JOB POSTING

**JOB TITLE:** Controller

**SALARY RANGE:** \$95,000 to \$100,000

CHIRLA offers an excellent benefit package, which includes generous leave such as vacation, sick leave, holidays, health, dental, vision, 401K plan, life insurance and employee assistance plan.

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

**REPORTS TO:** Managing Director

**COVID-19 considerations:** Vaccine required

**CLOSING DATE OF POSITION:** Position will remain open until filled

**LOCATION:** CHIRLA's Headquarter

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:

CHIRLA is seeking an experienced Controller to join our social justice and social services organization. This is an opportunity to bring your analytical and organizational skills to a continually growing and vibrant organization.

The Controller is responsible for directing the day to day financial activities of the organization by overseeing transactional accounting work and taking a hands-on role in month-end close-out, public and private grant collections and reconciliations, as well as assisting the Managing Director in preparing reports which summarize and forecast the organization's business and financial activities. The ideal candidate must possess the ability to balance the day to day needs of the organization while being open and flexible to addressing urgent needs and additional projects as they arise. This position will also manage the financial compliance of both 501 c3 and 501 c4 organizations transactions. The Controller must understand financial programs to obtain information related to grant compliance and reporting. This position supervises the accounting team and reports directly to the Managing Director.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for oversight of day to day accounting and grant functions
- Manage agency cash flow and prepares regular cash flow projections
- Supervise month-end close-out and maintains balance sheet schedules
- Prepares monthly financials and regular financial reports as directed by the Managing Director





- Provides financial analysis tools to evaluate company ventures or special projects, programs, capital expenditures, etc. when necessary
- Manages annual audit and tax preparation
- Responsible for shared oversight of public and private grant reporting
- Work with the Development Department in tracking grant performance and allocation methodology to ensure maximization of grant utilization as well as proper allocation and optimal net revenue results
- Work with the Managing Director, and program managers to assist with tracking grants and budget modifications, as needed
- Assist the Managing Director with preparation and modifications of the annual budget
- Supervise the AP/AR and Payroll teams
- Maintain and implement new accounting policies and internal control procedures
- Works to safeguard agency assets and assure accurate and timely recording of all transactions by implementing disciplines of internal audits, controls and checks across all departments
- Prepare analytical reports as required
- Reviews pledges receivable
- Prepares monthly trial balance and cost center reports
- Interface with other staff members to provide support on grant management and financial reporting
- Attend critical community and funder meetings as a representative of the organization
- Maintains banking relationships
- Coordinates tax reporting requirements. Works with external accountants to file federal, state, payroll tax returns, lobbying, independent expenditure (501 (c4), and any necessary filings Oversees the preparation and filing of payroll taxes, and tracks and reports fringe benefit tax data (relocation expense reimbursements, use of Company vehicles, etc.)
- Prepares and monitors the Organization's budgets and internal systems using Sage Intact, Nexonia, and Salesforce
- Continually evaluate established policies and procedures, and recommend for updates or modifications as necessary
- Creates flowcharts to organize Department processes
- Works to implement and update systems including payroll, fixed asset management, expense management, cash management, etc
- Attend and participates in board, management and committee meetings as appropriate
- In collaboration with development department staff, monitors grant invoicing and receivables, communicates with funders as needed
- Prepares monthly and quarterly reports for internal audits related to department grant requirements and compliance.





## **CHIRLA**

Coalition for Humane  
Immigrant Rights

### **SKILLS AND QUALIFICATIONS:**

- Bachelor's degree in business, accounting, and/or CPA equivalent experience
- Minimum five years' experience in nonprofit finance; significant grant reporting experience preferred
- Knowledge and understanding of relevant accounting, tax and compliance rules and regulations for 501(c) 3 and 501 (c)4 nonprofit organizations
- Minimum 5 years' combined work experience with GAAP and audit preparation
- Minimum 3 years' experience as a non-profit Controller with government grant experience
- Minimum 5 years' experience supervising diverse staff
- Experienced with all facets of the accounting cycle from transactional level to month-end and annual close-out
- Demonstrated ability in analysis, budget development, and contractual compliance
- Demonstrated organizational abilities, attention to detail, and proficiency in prioritizing assignments for timely completion of projects
- Excellent interpersonal, written, and verbal communication skills to articulate and explain complex financial issues effectively
- Strong organizational and administrative skills that include the ability to see the big picture
- Demonstrated record as a successful team player, including the ability to develop and maintain a goal-oriented, positive attitude throughout the finance team
- Advanced Microsoft Excel skills, and mastery of computer software including Microsoft Office, accounting software such as Sage Intacct, Nexonia and Salesforce preferred
- Ability to translate financial concepts effectively and the ability to work with program and development colleagues to accomplish grant reporting
- Excellent written and verbal communication and interpersonal skills
- Ability to prioritize tasks and work in a rapidly changing environment
- Attention to detail and accuracy a must; great ability to problem solve and find suitable solutions to immediate challenges
- Strong commitment to CHIRLA's mission of empowering low-income community groups
- Support CHIRLA's fundraising goals including annual fundraising drive and GALA activities

### **WORK ENVIRONMENT:**

- Combination of either field and/or office environment depending on position
- On occasion walk or drive to different branch office sites
- May/will necessitate working in busy and loud environment depending on position
- May/will be exposed to elements of cold, heat, dust, noise and odor depending on position
- May need to bend, stoop, twist and sit throughout the day
- Regularly required to sit, stand, bend and occasionally lift or carry up to 35 lbs.

**To apply - submit a cover letter sharing your personal interest as well as salary expectations and a resume to: [jobs@chirla.org](mailto:jobs@chirla.org)  
Subject Line should read: **Controller****

