



## **Part-time Controller Job Description**

*Do you want to marry your passion for social justice with your savvy finance skills? Would you like to make an impact on the lives of foster youth in Oakland? Are you looking to utilize your expertise in financial management and operations to support a team committed to social justice? If so, Beyond Emancipation (B:E) is looking for you!*

### **ABOUT B:E**

B:E's mission is to support young people as they imagine and create their own life beyond foster care. Through B:E's innovative coaching model, youth discover their own potential, take responsibility for their own decisions, and plan their futures with the support of an adult who follows their lead. B:E provides a transformational environment for transition age youth, offering programs that include access to safe housing, educational supports, and coaching in the areas of life skills, health and wellness, and employment training.

B:E's core values are at the heart of everything we do, and we look for individuals who share our commitments:

- **YOUTH-CENTERED:** We put youth first.
- **EQUITY:** We are committed to leveling the playing field.
- **TRANSFORMATION:** We are agents of change.
- **COMMUNITY:** We are in this together.
- **CONTINUOUS LEARNING:** We strive for excellence.

### **POSITION OVERVIEW**

B:E is seeking a Part-time Controller who is excited to lead financial management strategy and process and oversee streamlined organization-wide operations. Additionally, this role will support maintaining operations for the organizations and will report to the Executive Director or Board Finance Committee. If you want to roll up your sleeves and strengthen your development skills in a fast-paced, collaborative, supportive environment, then we are looking for you.

### **ESSENTIAL FUNCTIONS**

#### **Financial & Operations Leadership**

- Collaborate with Executive Director, Senior Leadership Team and Board of Directors in the development and implementation of financial strategies that align with B:E's mission,

values, and long-term goals. This includes guiding the leadership team in short-term and long-term budget planning, forecasting, and expense management.

- With the Executive Director, support and advise the Board of Directors' finance and audit committees in conducting their responsibilities on behalf of the organization.
- Lead organizational asset management, including investment strategy and review, through a collaborative process with the Executive Director, Board of Directors and external investment advisors.

### **Lead Organizational Finance & Accounting**

- Manage and conduct the processes for AP, AR, audit support, and financial reporting.
- Develop and hold organization accountable to financial management policies, procedures, and performance measures, including expenditure approval processes, internal controls, procurement, fund accounting, budget management, proposal development, and reporting
- Ensure that staff are trained in financial management policies and practices.
- Work with Programs and Development to create budgets and expenditure reporting for grants on an ongoing basis
- Manage tracking, reporting and invoicing of government contracts and grant expenditures and expense allocations on a monthly basis, with the support of outsourced accounting team. Ensure invoicing and reporting are accurate and timely and work with funders to ensure contract compliance and maximize reimbursement.
- Lead preparation and coordination with external accounting firm for annual financial audit and various tax filings – includes working with accounting firm to prepare audit schedules, confirmation letters, other supporting documentation
- Review monthly and quarterly financial statements, provide financial analysis, and report to other members of leadership team and the Finance Committee.
- Ensure maintenance of financial records and systems in accordance with GAAP and budget audit requirements, including any A-133 requirements.
- Develop and manage relationships with financial vendors including banking and credit card accounts, accounting firms, retirement advisors, and investment management firms.
- Coordinate with Operations Coordinator to ensure there is availability for checks to be written at any time.
- Manage check process which includes check requests, printing checks, ensuring that youth have received their checks, and questions from staff.

### **Lead Organizational Operations**

- Ensure legal compliance with government agency filings, registrations and other requirements, including IRS, Secretary of State, Franchise Tax Board, EDD, local business licenses and so on.

- Oversee Administer risk-management policies including, including working with insurance agents to ensure proper property and liability coverage (D&O, cybersecurity, etc.), data protection, business licenses, etc.

## **QUALIFICATIONS**

- 5-7+ years of progressive experience in nonprofit financial role.
- At least 2 years' experience and track record in nonprofit grant and contracts management, particularly financial reporting and compliance with county or state government contracts.
- Solid knowledge of non-profit organizations, GAAP standards and fund accounting rules under OMB Circulars A-133 and A-122.
- Demonstrated ability to consistently make accurate and clear assessments/determinations about constantly changing financial and organizational landscapes.
- Experience with various tax filings and legal reporting (EDD).
- Proficient in QuickBooks (Online).
- Enthusiastic attention to detail and solid ability to connect the details to the big picture for others.
- Strong analytical, critical thinking, problem solving, judgment, and influencing skills.
- Ability to maintain confidentiality, tact, and diplomacy.
- Excellent oral and written communication skills; ability to prepare clear and concise reports and deliver formal presentations or training.
- Commitment to social justice and passion for Beyond Emancipation's mission.

## **COMPENSATION**

This is a part-time role that works 24 hours per week. Possibility for full-time hours in the future. The starting hourly rate is \$39.90 to \$43.27. Pro-rated paid time off starts with 15 days of vacation (increasing over time), 12 days of sick leave, 7 wellness days, as well as 16 holidays. Matched retirement (up to 3%) available on start day also available.

## **HOW TO APPLY**

To apply, please send a resume and a cover letter outlining your interest, qualifications, and how you learned of the position to the following email: [HR@beyondemancipation.org](mailto:HR@beyondemancipation.org), with '**Part-time Controller**' in the subject line. We plan to move this hiring process along quickly so please submit your materials as soon as possible.

## **EQUAL OPPORTUNITY**

To better serve youth, B:E strives to build and strengthen a diverse organization, where every staff member is heard, valued, and supported to advance B:E's mission. B:E staff is majority people of color and many staff have lived experience in the foster care system. We are committed to living diversity, equity, inclusion, and belonging in our staffing, programming, and values. B:E is an equal opportunity employer, and we strongly encourage

diverse candidates to apply.

**HYBRID WORK ENVIRONMENT**

B:E is committed to the safety, wellness, and health of our staff. We offer a flexible hybrid work environment where staff can decide with their manager the best schedule and location of work, based on their personal needs and their role within the organization. Most staff work at least 2 days on-site in the Oakland office.

**COVID-19 SAFETY**

B:E is committed to keeping staff and youth safe and promoting the health of our community. B:E complies with the county, state, and federal COVID-19 guidelines and policies through our comprehensive COVID Prevention Plan.