

## **POSITION SUMMARY**

The Controller will lead and manage the day-to-day accounting operations and ensure the integrity of financial reporting for NCRC. The Controller will be detail-oriented and responsible for overseeing and reviewing the work of the accounting staff, processing payroll, managing month-end and year-end close processes, and ensuring compliance with financial regulations. In this role, you will report to and collaborate closely with the President and serve as a key point of contact for external auditors, tax filings, insurance brokers, and other financial partners.

## **PRINCIPAL DUTIES AND RESPONSIBILITIES**

You will be responsible for certain accounting functions, overseeing the work of the accounting team, both preparing and reviewing financial statements, and coordinating with external providers for audits, tax filings, insurance renewals, and compliance-related tasks.

- **Team Leadership:** Manage the accounting team, including assigning tasks, reviewing work, and providing coaching and feedback. Ensure the team is following best practices and maintaining high levels of accuracy and efficiency.
- **Financial Reporting:** Oversee the preparation and review of financial statements, ensuring they are accurate, timely, and in compliance with GAAP (Generally Accepted Accounting Principles). Prepare monthly, quarterly, and annual financial reports for senior management and the Board of Directors (BOD).
- **Month-End and Year-End Close:** Lead the month-end and year-end close processes, including preparing and reviewing journal entries, account reconciliations, accruals, and variance analysis. Ensure that all deadlines are met and that all records are accurate. Produce final Monthly reports – Balance Sheet, P&L, notes of variances, actual to budget analysis for BOD
- **Manage A/R, A/P and General Ledger:** Assure quality and accuracy of:
  - Client invoices, A/R aging report, grant and donation tracking, bank reconciliation, expense allocations, bill payments, ledger accounts, journal entries (including prepaid write-offs and depreciation), issuance of 1099's.
- **Process Payroll:** Process organizational payroll on a semi-monthly basis; assure accuracy & quality of payroll runs and reports from payroll software, allocation of payroll expenses in QBO, filing of required reports with government agencies, issuance of W2s
- **Insurance & Risk Management:** Liaise with insurance brokers to ensure adequate and cost-effective coverage. Manage annual insurance renewals and work with the President to review policies to mitigate risks.
- **Internal Controls:** Implement and maintain strong internal controls to safeguard the company's assets and ensure compliance with financial policies and regulations. Identify and recommend improvements to existing processes to increase efficiency and reduce risk.

- External Audits: Serve as a key point of contact for external auditors, ensuring all documentation is prepared and available for the annual financial statement audit. Collaborate with staff and external auditors to supply all information requested for annual Worker's Compensation Insurance audit and ad hoc contract fiscal audits. Respond to audit inquiries and resolve any issues.
- Budgeting & Forecasting: Assist the President with the annual budgeting and forecasting processes, including the preparation and analysis of financial data to support business decisions and long-term planning. Prepare illustrative budget books for the BOD.
- Compliance
  - Tax Compliance: Oversee the preparation and submission of various federal, state, and local tax filings. Maintain all required government filings including CA Attorney General, CA Secretary of State, US SAM, US OMB, and various contracting government agencies. Ensure compliance with all applicable tax laws and regulations
  - Insurance Compliance: Maintain Insurance policies, including but not limited to, general umbrella, commercial liability, auto, workers' compensation
- Financial Analysis: Conduct financial analyses to identify trends, variances, and opportunities for improvement. Provide insights and recommendations to the President and department directors based on financial performance.
- Grant & Contract financial reporting - Oversee the preparation and review of periodic fiscal reports to funders and contractors, ensuring they are accurate, timely, and in compliance with grant or contract requirements.

## **KEY COMPETENCIES**

- Strong financial acumen and business insight
- High attention to detail and accuracy
- Problem-solving and critical thinking skills
- Leadership and people management; Delegate responsibilities as necessary, while also preparing key financial documents
- Strong communication and collaboration abilities
- Commitment to continuous learning and process improvement

## **QUALIFICATIONS**

- Bachelors degree in Accounting, Finance, or related field (CPA, CMA or MBA preferred).
- Minimum of 5-7 years of experience in accounting or finance, with at least 2 years in a supervisory role and with a \$10M+ nonprofit organization.
- Strong understanding of GAAP, financial reporting, and accounting principles for nonprofit organizations.
- Experience with general ledger functions, month-end/year-end close, and financial statement preparation.
- Strong leadership, organizational, and communication skills.
- High proficiency in QuickBooks Online, advanced knowledge of Microsoft Excel, strong working knowledge of BILL and the ability to learn and problem solve within other software platforms.
- Ability to manage multiple priorities and deadlines in a fast-paced environment.

## **WORK ENVIRONMENT**

- NCRC is a values-driven organization where we consistently reflect on and seek to activate our core values of: making a difference, inclusiveness, empowerment of others, cultural awareness, excellence, collaboration, openness
- Non-smoking, welcoming, inclusive professional office environment
- Fast paced working environment with multi-level distractions

## **COMPENSATION**

- Salary will be competitive and commensurate with experience
- Health/Dental/Vision insurance stipend, 401k with employer matching, paid vacation and holidays
- Downtown San Diego office with parking structure, partially paid parking

## **SPECIAL CONDITIONS**

- Ability to work extended hours as needed

## **ABOUT US**

- The National Conflict Resolution Center (NCRC) is a non-profit organization, which provides mediation, facilitation and training for community, business, and legal clients. Using a wide range of alternative dispute resolution techniques, NCRC works with individuals and corporations to resolve disputes through non-adversarial means. NCRC, formerly the San Diego Mediation Center, is in its 42nd year of serving the community.

## **APPLICATION PROCESS**

Qualified applicants please send Resume, Cover Letter, and 3 professional references to Director of Human Resources, Kathryn Shade: [kshade@ncrconline.com](mailto:kshade@ncrconline.com)

**For More Information:** Please visit [ncrconline.com](http://ncrconline.com)