

Controller

Family Paths, Inc.

Family Paths is a non-profit agency that has provided mental health and family support services to strengthen families and prevent child abuse since 1972. Family Paths offers a fun and supportive team environment, a commitment to training, opportunities for growth, and an excellent benefits package. We are an agency that is actively engaged in multicultural organizational development and respects and values the diversity of the communities we serve and the staff who work here. Family Paths serves all of Alameda County with offices in Oakland and Hayward.

Family Paths has approximately 85 employees and is headquartered in a historic building we own on the edge of Oakland's Uptown neighborhood, in walking distance from the 19th Street BART station. We have a \$6M+ agency budget funded primarily through County contracts, including Alameda County Behavioral Health Care (Medi-Cal funding) and Alameda County Social Services Agency. We also are funded through City government contracts, foundation grants, fee for service, individual donors and fundraising events.

Position Description:

This exempt position manages the financial resources of the organization including accounting, finance, agency-wide budgets and other financial statements in accordance with generally accepted accounting principles and the funding agencies' contract policies and procedures. The Controller is a member of the senior management team and collaborates in the development and implementation of agency-wide policies and programs that contribute to the agency's overall success.

The Controller position is responsible for managing the agency's general accounting activities, contracts management, and supervision of the accounting staff. The Controller develops, implements and maintains accounting systems, compiles and analyzes accounting data, and prepares financial reports for agency management, its board and its CPA auditor as well as represents the agency and its financial status with contractors, other professionals, and/or the community, as appropriate.

This position requires the demonstration and commitment to the agency's mission, vision, and values, including a strong commitment to issues of social justice and culturally and linguistically responsive practices.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Manages and maintains sound accounting and financial practices and develops and oversees fiscal policies and procedures to support and maintain the integrity of the internal control structure.
- Supervises and reviews all functions in the accounting department, such as: accounts receivable, accounts payable, billings, cash, fixed assets, inventory, and other financial data as needed.
- Maintains the QuickBooks Accounting system.
- Oversees the maintenance of the general ledger accounts.
- Develops and maintains agency and program budgets and collaborates with ED, development department and program managers to create budgets for grant applications.

- Collaborates with HR department to support all payroll functions, benefit plans and reporting requirements and other organizational needs.
- Reviews the monthly bank reconciliations as prepared by the Senior Accountant.
- Tracks deposits and other banking needs of the Agency.
- Prepares a monthly analysis of the revenue and expenditure accounts, monitors changes and develops forecasting models.
- Prepares monthly financial statements, expense allocations, and other financial data for the board and internal management.
- Plans, organizes, and evaluates the work and performance of the accounting staff.
- Prepares and organizes all necessary financial and related reports to county, city, and other funding agencies, as they become due.
- Prepares all necessary year-end schedules for audit purposes.
- Assists the external auditors before, during and after the audit proper and for tax preparation purposes.
- Oversees 1099 forms and Alameda County property tax analysis reports.

Additional Duties:

- Attends and participates in the Family Paths semi-monthly Management Team meetings.
- Collaborates with the Executive Director and the management team in policy determination and implementation.
- Attends meetings in lieu of or with the Executive Director, as needed.
- Represents the agency and its financial status with contractors, other professionals, and/or the community, as appropriate.
- Performs all other tasks as needed by the Executive Director or the agency.
- Advises and makes recommendations to the Executive Director in financial matters.

REQUIREMENTS, QUALIFICATIONS, SKILLS & ABILITIES:

- Proficiency in all aspects of fiscal management including, but not limited to, accounting, auditing, budgeting, data analyses, and forecasting.
- Knowledge of governmental accounting requirements, data reporting, and generally accepted auditing standards.
- Ability to analyze and project financial trends.
- Acute attention to detail.
- Competence and adaptability in a wide range of fiscal activities.
- Ability to articulate the agency's financial information to a community board of various ethnic, economic, social and educational backgrounds.
- Must have the flexibility, maturity, and ability to multi-task and handle the team environment.
- Ability to form collaborative relationships with colleagues in a multicultural, multi-disciplinary context and have excellent written and verbal communications skills and
- Must have ability to address differences and conflicts, including those that are culturally based, in a proactive manner.
- Ability to train, support and supervise the accounting staff.

Minimum Qualifications:

- Must have a BA in Accounting.

- CPA preferred.
- Must have no less than five years' direct experience relevant to the above duties.
- Experience with nonprofit audit prep and accounting, including fund accounting.
- Must possess advanced skills in MS Excel, QuickBooks Accounting Software, and the ADP Workforce Now, or other Payroll System as needed
- Must possess a good command of the English language.

Special Requirements:

- Must pass CORI LiveScan clearance.
- Requires some driving on agency business so must have access to reliable transportation, maintain a valid CA driver license, current auto insurance and a clean DMV record.
- Flexibility to work occasional evenings and weekends for meetings and special events.

Work Environment:

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is:

- Must be able to see, talk and hear.
- Frequently required to perform moderately difficult manipulative tasks such as typing, writing, etc.
- Occasionally required to walk, stand, and sit for extended periods.
- Occasionally required to push/pull objects up to 50 lbs. and to lift/carry objects up to 25 lbs.

COMPENSATION: \$97,851- \$100,297. Pay rate is commensurate with education and experience and competitive in the non-profit environment.

LOCATION: Oakland

EMPLOYEE STATUS: Full Time

WEEKLY HOURS: 37.50 (*Full Time positions are based on a 37.50 work week*)

BENEFITS INCLUDE:

- Group Kaiser and Dental Benefits
- Flexible Spending Accounts
- PTO plan starting at 4 weeks (progressive to 6 weeks at 5 years)
- 12 paid Holidays, 2 Float Holidays
- 5 days of paid Educational Leave + professional development allowance

- 401K Retirement Plan, Commuter Benefits Plan, 529 Education Savings Plan, Long Term Disability Insurance, Voluntary Long-Term Care Insurance, Voluntary Aflac Benefits

TO APPLY: Send your resume and **cover letter** to Barbra Silver. **Resumes without cover letters will not be reviewed.**

Email: careers@familypaths.org

Website: www.familypaths.org