

JOB TITLE: Controller

DATE WRITTEN: April 2025

FUNCTIONAL AREA: Administration

DATE APPROVED: April 2025

REPORTS TO: Chief Executive Officer

PREPARED BY: Chief Executive Officer

GRADE: Full Time – Exempt

SALARY: \$85,000 – \$95,000

JOB SUMMARY

The Controller role will provide strategic leadership for all financial functions and will be responsible for overseeing the financial operations and ensuring the integrity of all financial transactions for the Conservancy. This individual will complete and maintain accurate financial records, provide support for annual financial audits, tax filing processes, and assist with preparing annual budgets, required reports and presentations. This individual will participate in strategic planning, financial forecasting, cash flow management, financial risk management and be responsible for the recording of contributions/receivables and expenses/payables. A background in non-profit and/or higher-ed finance, accounting principles (such as GAAP) is required. This position plays a key role in ensuring the financial health and stability of the Conservancy by providing financial guidance and administering the day-to-day financial activities, including monitoring results against budget.

MAJOR JOB FUNCTIONS

- Oversee all day-to-day financial and accounting operations of the organization including budgeting, financial planning and analysis, cash flow, forecasting, investment priorities, fixed asset capitalization & depreciation, policy matters, and reporting.
- Develop and implement a robust financial management/reporting system; ensure that the financial planning, and budgeting process is coordinated with department leaders and reflects the strategic priorities of the organization.
- Establish and maintain stable cash flow management policies and procedures.
- Prepare and present monthly financial reports including monthly cash flow and forecast vs. budget.
- Prepare and post journal entries to record transactions and review and analyze monthly trial balance for accuracy.
- Complete month-end and year-end close tasks and prepare monthly balance sheet reconciliations and remedies, reconciling items as appropriate.
- Gather, interpret and evaluate financial and key metrics impacting financial performance and prepare monthly financial statements and workpapers, and present key metrics and indicators for the purpose of providing fiscal guidance, compliance, decision making, and financial status of the Conservancy.
- Prepare financial information as requested and perform monthly reviews of financial performance with executive leadership, managers, board finance committee, and board of directors.
- Ensure W2's and payroll are processed via QuickBooks on a biweekly basis and 1099 information is provided via report to the third-party tax service to be prepared.
- Ensure the organization's compliance with local, state and federal financial regulations and standards, particularly those related to restricted funds and endowments.
- Manage the annual external audit and tax filing provider.
- Perform risk assessment and contribute to the review and improvement of effective and appropriate internal controls and process improvement initiatives as identified through own work or CEO.
- Support CEO with occasional HR functions.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

- A bachelor's degree in finance, accounting or a related field is required.
- CPA or other relevant experience preferred.
- Minimum of 5 years financial experience with at least 3 years in a management role, preferably within a nonprofit organization.
- Understanding of non-profit accounting principles, practices, procedures and fund accounting, including understanding of restricted funds and endowments.
- Proven experience with financial processes, including budgeting, forecasting and financial reporting.
- Strong proficiency in Excel and Microsoft Office.
- Must have experience working with Quickbooks; Virtuoso Software experience is a plus.
- Excellent analytical, judgment and creative problem-solving skills.
- Outstanding written, oral, interpersonal, and presentation skills (especially to non-financial stakeholders).
- Ability to interact well with a wide variety of people, including partners, staff, board, volunteers, and donors.
- Must be able to pass a standard background check.
- A valid driver's license and access to reliable transportation.
- Ability to work off-hours with occasional evenings, weekends, and/or holidays as needed.

WORKING CONDITIONS AND CULTURE

Work is performed in an office setting. Local travel is required. Dependable transportation is required for work travel, the Preserve and partner meetings. The Conservancy reimburses mileage according to federal travel rates.

The Conservancy boasts a large volunteer population and we seek to engage volunteers whenever possible and appropriate in all areas of work. Like all of our staff members, this role is expected to contribute to a culture based upon respect, teamwork and collaboration. Adaptability, creativity, and a passion for the environment and the Conservancy are a must.

BENEFITS

- 60% Employer paid Medical insurance
- 100% paid Vision, Life, AD&D, STD, LTD
- 403(b) Retirement with 50% match up to 4% of base salary
- 10 days for Sick leave
- 15 days of Vacation leave
- 13 paid Holidays
- Occasional work from home opportunities

To Apply:

Mail or email your resume and cover letter to:

MCDOWELL SONORAN CONSERVANCY

Attn: Human Resources

15300 N. 90th St., Suite 400, Scottsdale, AZ 85260

Ph: 480-998-7971

careers@mcdowellsonoran.org

McDowell Sonoran Conservancy is an EEOC, Employment-At-Will employer along with a Drug-Free and Commercial Smoke-Free work environment. All employment is based upon appropriate clearances.