



**JEWISH FAMILY &
COMMUNITY SERVICES**
EAST BAY

Position Announcement

Junior Controller

JOB TITLE: Junior Controller

DEPARTMENT: Finance

REPORTS TO: Director of Finance & Administration

LOCATION: Concord / Remote

EMPLOYMENT TYPE: Full time – Exempt (37.5 hours per week)

SALARY RANGE: \$85k-\$90k

OUR AGENCY

Rooted in Jewish values and historical experiences, and inspired by the strengths of the diverse communities we serve, JFCS East Bay promotes the well-being of individuals and families by providing essential mental health and social services through every stage of life. JFCS East Bay is an innovative, multicultural human service agency that has served individuals and families throughout Alameda and Contra Costa counties since 1877.

The agency's current programs include resettling refugees, providing mental health services to children and families, offering immigration legal services, and supporting seniors and Holocaust survivors. Our staff of more than 70 employees is characterized by its dedication, teamwork, warmth, and humor. Agency offices are located in downtown Berkeley (five blocks from BART) and Concord (five blocks from BART), with a satellite location in uptown Oakland.

JFCS East Bay actively seeks to hire qualified professionals who reflect the cultural and linguistic diversity of the East Bay and of our clients. We are committed to creating a community where staff and clients from all backgrounds feel safe, welcome, and included. We are looking for equity-minded applicants who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. We hope to expand our diversity in the belief that clients heal best when staff represent the communities they serve and are guided by values of social justice.

JOB SUMMARY

The Junior Controller manages internal controls, accounting operations and staff on a day-to-day basis for this \$10MM operation. This includes budgeting, auditing, general accounting, financial reporting, internal policies and procedures, along with the development, implementation, and maintenance of financial systems. The Junior Controller will play a key role in supporting the Director of Finance & Administration (F&A) in their efforts to provide timely and accurate analysis and decision-making tools to the leadership team.

The Junior Controller reports to the Director of F&A, who is responsible for creating and sustaining organizational systems, financial operations, and infrastructure in order to continually improve the agency's ability to fulfill its mission. The Controller will supervise accounting staff and portions of work done by staff in operations and billing roles. This position will have the flexibility to have schedule that accommodates working remotely some of the time while also working in the organization's main office in Concord.

DUTIES & ESSENTIAL JOB FUNCTIONS

- Financial Analysis & Monitoring – Develop and maintain tools for financial analysis. Keep Director of F&A apprised of existing or developing financial and/or cash flow issues.
- Accounts Payable / Disbursements – Manage Accounts Payable cycle including but not limited to approve payments, prepare and input AP.
- Accounts Receivable – Develop receivables policy to keep days receivables to a minimum. Manage preparation of all invoices/billings. Prepare complex billings/invoices. Review and approve invoices in general ledger. Oversee systematic implementation of receivables collection procedures.
- Audit and Auditor Relations – Schedule fieldwork, coordinate and manage all audit activities, and review selected schedules and journal entries before they are provided to the auditor. Remain current on nonprofit audit best practices and state and federal law regarding nonprofit operations.
- Cash Receipts – Manage all coding, deposits, data entry, and posting in GL.
- Contract Budgets, Contract Accounting – Oversee contract reporting including contract applications/renewals, invoicing, monitoring, and reporting. Oversee contract accounting and communicate contract status to the Director of F&A.
- Grant & Contract Accounting – Prepare and reconcile grant & contract reporting including contract applications/renewals, invoicing, monitoring, and reporting. Ensure accuracy of invoicing and reporting including reconciling to supporting documentation and ledgers and program spreadsheets. Oversee contract accounting and communicate financial contract status to the Director of F&A and appropriate Department Leadership. Partner with Grants & Contracts Coordinator who is responsible for some program reporting. Collaborate with other departments including but not limited to payroll and programs. Liaise with funders and steward relationships as needed.
- Grant & Contract Budgeting & Budget Maintenance – Develop, review, and modify as necessary grant & contract budgets and ensure their implementation and communication. Perform budget to actual analysis on grant & contracts. Communicate results and findings in a timely manner to the Director of F&A and appropriate leadership team member.
- Grant & Contract Review – Review all grant documents upon award to identify unique grant requirements and compliance issues. Ensure systems and procedures are in place to track and achieve compliance.
- Collections – Responsible for timely collection of contract accounts receivables.
- Budgeting and Budget Maintenance – Coordinate preparation of the annual budget. Prepare, review, and modify as necessary cost allocation methods and ensure their implementation. Oversee the entry of the budget into the accounting system.
- Key Metrics – Develop key metrics for monitoring as directed by the Director of F&A.
- Payroll – Manage Payroll employee process, including payroll reconciliations, and posting in GL.
- Financial Reporting – Review and analyze monthly Statement of Revenue and Expense and Balance Sheet to identify miscoding, inaccurate data entry, and reasons for variance from budget. After corrections of miscoding and/or inaccuracies, review, analyze, and provide the Director of F&A with an analysis of position, performance, and key metrics.
- Supervision – Supervise all accounting staff and portions of work done by staff in operations and billing roles.

QUALIFICATIONS

- Minimum of 5 years of experience in a complex accounting environment with at least three of those in a nonprofit organization with restricted funding.
- At least five years of day-to-day responsibility for the accounting department.
- Superior knowledge of GAAP
- At least three years of supervisory experience.
- Bachelor's degree in Accounting or Finance.
- Commitment to diversity, equity, and inclusion.

- A strong passion for JFCS East Bay's mission and strong alignment with JFCS East Bay's core values.
- Thrive in a team oriented, fast paced environment.
- Be open-minded, customer-focused, demonstrate critical thinking and solutions-driven.
- Ability to identify and analyze problems, formulate analytical tools, research and collect data, weigh relevance and accuracy of data, develop and evaluate proposed solutions, and prepare presentation of process and proposals for decision-makers.

PHYSICAL REQUIREMENTS

- Ability to communicate via phone and email.
- Ability to sit or stand and work at a computer for extended periods of time.
- Ability to lift and carry up to 25 pounds.
- May be required to ascend/descend stairs.
- Occasional reaching and/or grasping using hands and/or arms.
- Ability to drive to alternate work locations

COVID-19 REQUIREMENTS

All employees must show proof of vaccination against COVID-19 and follow JFCS East Bay COVID-19 policies. Reasonable accommodations may be made for individuals with medical or religious reasons where they do not cause undue hardship or pose a direct threat to the health and safety of others.

COMPENSATION AND BENEFITS

Annual salary range is **\$85,000 - \$90,000**. Generous benefit package includes: Medical, Dental, Vision, Life Insurance, FSA/HSA, 401(k) with agency match (after 1 year), 28 paid days off, great colleagues, and a friendly, respectful work environment.

TO APPLY

Please submit a thoughtful cover letter and resume to currentjobs@jfcs-eastbay.org. Please include your name, the title of the position, and "AD10" in the subject line. Position open until filled.

JFCS East Bay is an Equal Opportunity employer that highly values diversity and does not discriminate on the basis of age (40 or older), ancestry, color, religious creed (including religious dress and grooming practices), denial of family and medical care leave, disability (mental and physical, including HIV and AIDS), marital status, medical condition (cancer and genetic characteristics), genetic information, military and veteran status, national origin (including language use restrictions), race, sex (including pregnancy, child birth, breastfeeding, and medical conditions related to pregnancy, child birth or breastfeeding), gender, gender identity and gender expression, sexual orientation, or any other protected status in accordance with all applicable federal, state, and local laws.