



Controller (Full-time)

The Controller is responsible for overseeing the financial operations needs of the organization. The position reports to the VP of Finance & Administration and currently manages one staff accountant. The position includes an occasional night or weekend as necessary to support meetings and events.

Responsibilities:

- Prepare monthly and fiscal year-end close financial reports/statements for the leadership team, Finance Committee, and Board of Directors for five reporting entities
- Oversee completion of the annual budget, reforecast, and variance analysis
- Manage cash flow to ensure necessary available cash balances while maximizing investment capacity
- Oversee completion of operational and financial performance metrics process
- Manage banking operations to include deposits, checks, credit cards, and reconciliation process
- Manage internal controls and ensure compliance with GAAP, grant requirements and any other required licensing/protocol
- Oversee fund accounting and ensure accurate classification and reporting of restricted, temporarily restricted, and unrestricted net assets
- Oversee the reconciliation of development/fundraising records with the general ledger in partnership with the Advancement team
- Lead audit coordination with external audit firm and preparation of 990 tax filing
- Manage, mentor, and develop the staff accountant
- Partner with the Operations, Programs, and Advancement departments on budgeting, grant compliance reporting, and ad hoc financial analysis as needed

Job Requirements and Qualifications:

- Bachelor's Degree in accounting or relevant field
- Minimum 5 years of accounting experience, preferably in the nonprofit sector
- Strong knowledge of GAAP, fund accounting, and nonprofit financial reporting standards; QuickBooks Online experience required
- Proficient in Microsoft Office, especially Excel
- Experience directly supervising and developing staff
- Ability to prioritize tasks, meet deadlines and manage multiple simultaneously
- Strong organizational and time management skills
- Excellent verbal and written communications skills



Loaves & Fishes

Community Services

- Demonstrated ability to work effectively in an environment with a team approach and collaborative process

Compensation & Schedule:

Compensation is commensurate with skills and experience, salary - \$82,000; and a comprehensive benefits package is offered

Schedule – Full-time role working 5-days onsite in our Naperville office

To Apply:

Please send your cover letter and resume to Human Resources at careers@loaves-fishes.org

Loaves & Fishes Community Services is committed to creating a diverse environment and is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law. Qualified applicants protected by law are encouraged to apply.