



Job Title: Controller
Status: Full Time, Exempt; Benefits Eligible
Reports to: President and CEO

The Arizona Food Bank Network (AzFBN) is a 501(c)(3) nonprofit hunger fighting organization looking for a Controller to join our leadership team. This new position calls for competencies in accounting, audits, analysis, forecasting, investment monitoring, asset and office management, information technology, nonprofit governance and management. Additionally, successful candidates for this position will value the AzFBN vision of a hunger free Arizona.

Position Description

A successful Controller will quickly earn trust and confidence, building productive relationships with the AzFBN team, Board of Directors and other key stakeholders, including AzFBN's 5 member food banks and their teams. As a leadership team member, the Controller will model the AzFBN core values of empathy, collaboration, innovation, and integrity. This position will work directly with the Business Management Team. The Controller develops recommendations to optimize AzFBN's financial sustainability to ensure AzFBN's programs continue uninterrupted, and the organization maintains a reserve adequate for its volume of expenditures. This includes partnering with the leadership team to diversify AzFBN's revenue, monitor projections, actively manage cash, and ensure common sense expenditures. The Controller works closely with staff to create and manage budgets and is responsible for all aspects of financial management and audit standards for the organization.

Minimum Qualifications for Education, Training and Experience

Finance:

- Bachelor's degree in Finance, Business Management, or Accounting; Master's degree/CPA preferred with 3-5 years experience in an atmosphere with an annual outside auditor. 2+ years at a nonprofit preferred.
- Thorough knowledge of budgeting and nonprofit single audits.
- Ability to evaluate current accounting processes and propose/implement improvements.
- Experience with financial software and business processes, including data analytics.
- Experience with software necessary for accurate planning and tracking, including expert Excel and QuickBooks Online skills (or experience with similar systems and willingness to learn). Proficient with Microsoft Office and SharePoint, and knowledge of inventory and donor databases (we use Fusionware and DonorPerfect) is a plus. Experience with a Human Resources Information System (currently Paylocity) would be beneficial as well.
- Working knowledge of local, state and federal government funding models.
- Knowledge of nonprofit accounting, including fund and grant tracking, compliance, and restricted giving.
- Ability to analyze financial statements/schedules and write clear and concise commentary to explain variances.
- Working knowledge of employee benefit plans.

Leadership:

- Excellent record of leading teams, managing people, development, delegation, and coaching.
- Deep empathy for diverse cultures, people, and experiences. Ability to communicate effectively with a variety of audiences, including employees in other non-finance roles.
- Creative problem-solving and critical analysis skills.
- Ability to assume responsibility and work independently with a minimum level of supervision, embracing a results-oriented work culture.

Core Responsibilities

Technical:

- Management of a comprehensive budgeting process, working with AzFBN staff to develop program and project specific budgets that align with overall revenue and expenses.
- Fixed asset accounting, including tracking and recording capital additions and disposals, calculating depreciation, ensuring approval for capital expenditures; adjusts the general ledger to reflect proper balances of fixed assets.
- Oversee accounts payable process, ensuring accuracy when processing purchase orders and vendor invoices for payment.
- Oversee accounts receivable process, including entry and posting of all donations and payments, as well as reconciliation with inventory reports.
- Oversee payroll processing.
- Preparation and distribution of key financial reports for management and auditors.
- Place and improve internal and external controls when needed.
- Develop written accounting policies and procedures to ensure regulatory policy compliance and active risk management.
- With the Business Management team, perform month-end and quarterly financial close, including recording payroll, inventory, receivables, payables, fixed assets, investments, and loan schedules. Troubleshoot and resolve accounting issues discovered through this and other processes.
- Managing the audit process and (with the AzFBN auditor and Finance Committee) oversee production and approval of annual audited financial statements, including the single audit and the IRS Form 990.
- Monitor and ensure AzFBN compliance with changes in accounting standards, information technology, financial management, and business process improvement.

Communications and Leadership:

- Staff education, both to develop knowledge about fiscal process and procedure as well as to ensure adherence to best practices and compliance with contractual obligations.
- Prepare documentation and attend Finance Committee meetings of the Board.
- Working with the AzFBN Finance Committee to ensure AzFBN investments are well placed.

Other duties to help the AzFBN team:

- Negotiate and administer benefits packages, including health, dental, vision and retirement.
- Administer, manage, and maintain compliance with all private and government grants.
- Contract negotiation and management.
- Willingness to travel in Maricopa County (valid Arizona driver's license required) and occasionally to other parts of the state, especially Rio Rico (the AzFBN warehouse).

Salary Range: \$90,000-105,000 depending upon experience and qualifications. To apply, please forward a cover letter and resume with details of prior experience to April Bradham april@azfoodbanks.org. Note that AzFBN is currently implementing a hybrid model for in office presence, including a mix of dedicated work from home and in office days. Some part of the hiring process will be in person.