



## CONTROLLER

### BASED IN PHILADELPHIA, PENNSYLVANIA

The Food Trust is a nationally recognized nonprofit dedicated to ensuring that everyone has access to affordable, nutritious food and information to make healthy decisions. Headquartered in Philadelphia, The Food Trust works with neighborhoods, schools, grocers, farmers and policymakers in the city and across the country to develop a comprehensive approach to improved food access that combines nutrition education and greater availability of affordable, healthy food. More information about The Food Trust is available at [www.thefoodtrust.org](http://www.thefoodtrust.org).

### POSITION SUMMARY

The Food Trust seeks an experienced Controller to provide leadership and management of the organization's accounting functions. As a key leader reporting to the Director of Finance, your responsibilities will include the production of monthly financial statements, maintenance of an adequate system of accounting records, and a comprehensive set of internal controls. The Controller will also regularly assist staff in the development and administration of grant budgets to ensure each project is meeting budget expectations and ensure compliance with rules and regulations administered by the grantor.

### ESSENTIAL FUNCTIONS

#### *General*

- Oversee the daily activities of the organization's Finance Department to ensure accurate and timely dissemination of financial management reports, including, but not limited to, internal and external monthly financial statements, annual audits, grant reports and annual budgets.
- Oversee the activities of and ensure the accurate and timely management of all accounts receivable components, including maintenance of a system of controls over accounting transactions, to include chart of accounts, an orderly accounting filing system, and payroll allocations, cash receipts application, etc.
- Establish and maintain financial systems and controls which verify the integrity of all systems, processes and data, and enhance the organization's value.
- Ensure that monthly bank reconciliations are completed.
- Correspond with funders and staff as needed.
- Coordinate the provision of information to external auditors for the annual audit.
- Comply with local, state, and federal government reporting requirements and tax filings.
- Assist Senior Staff with budget preparation and forecasting in support of developing the organization's overall annual budget and program staffing.
- Conduct regular budget analysis, making recommendations for and reporting on budget variances.
- Develop, maintain, and produce program reports and financial statements on a monthly basis and as needed.
- Adhere to The Food Trust's policies and procedures and security guidelines and ensure the appropriate handling of sensitive financial information.
- Perform routine clerical tasks such as filing, scanning, faxing, and copying.

### *Management*

- Manage daily work activities of assigned staff providing direction with workload assignments and tasks, review of documents, technical assistance, and meet regularly to review status of assigned objectives.
- Make independent decisions and/or recommendations for employment actions, including hiring, performance management, recommendations, workload distribution, communication, recognition activities, and employee relations.
- Maintain a documented system of accounting policies and procedures.
- Participate in the department budget development and operate within budget limitations.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Understanding of The Food Trust's mission, goals, and objectives and ability to work independently with a high level of energy and contribute as part of a larger team.
- Effective leadership abilities to include critical thinking, execution of goals and objectives, and motivating others.
- Ability to develop prospective budgets for new grant proposals, analyze existing financial related policies/processes and offer recommendations for improvement, and manage relationships with outside vendors (such as IT support and risk management).
- Ability to organize tasks in an efficient manner and follow-up and follow-through with strong attention to detail in a fast-paced environment.
- Strong interpersonal skills; excellent written and verbal communication skills with strong presentation abilities.
- High level of initiative and effective ability to communicate to others internally and externally.

### **PHYSICAL DEMANDS**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee will spend a majority of time sitting at a desk working at a computer workstation keyboarding and performing routine clerical duties.
- The employee must occasionally lift and/or move up to ten pounds.
- Operate related office equipment and use necessary office tools.
- Primarily work seated at a computer workstation with frequent use of a keyboard.
- Specific vision abilities required by the job include frequent reading and close vision; distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.

- Although work is primarily indoors, you will be required to travel outside to The Food Trust locations/special events.
- Position may require occasional trips to attend conferences seminars, and meetings.
- May require working non-traditional hours based on operational needs.

**EXPERIENCE, EDUCATION AND LICENSURE**

The ideal candidate will possess five to seven years of progressively responsible experience in an accounting management role, nonprofit experience required; bachelor's degree in accounting is required; master's degree a plus; CPA a plus; the ability to use accounting software programs; MIP and ADP experience preferred; expert in Microsoft Office, particularly Excel.

**SALARY/PAY RATE:** The Food Trust offers competitive pay, a comprehensive benefit program, and a supportive mission-driven work environment where you can grow and learn both professionally and personally and be part of a great team!

**EMPLOYMENT CATEGORY:** FULL-TIME

**JOB OPEN DATE:** IMMEDIATELY

**TO APPLY:** Email your résumé and cover letter to [jobs@thefoodtrust.org](mailto:jobs@thefoodtrust.org). Please reference "Controller" in the subject line. Please do not call.