

The St. Vincent de Paul Society of Marin County (www.vinnies.org), a charitable, social services organization, is seeking a highly organized and self-motivated individual to join our passionate and committed team as our Controller. The Controller reports directly to the Director of Finance & Operations. The position is full time and is based in our downtown San Rafael office. The ideal candidate will be enthusiastic, organized, dependable, and have a passion for working in a team-oriented environment.

Hunger, poverty and homelessness hurts everyone. SVdP's mission is to work every day to help individuals and families with food, housing, and crisis assistance to restore dignity and a chance for a better life. We are affiliated with one of the oldest and most effective charitable organizations in the world, the Society of St. Vincent de Paul, a Catholic lay organization of nearly 700,000 people world-wide. If you are seeking work that is more than just a job, but the opportunity to support an organization that is actively providing food and housing support services to those most in need, then the St. Vincent de Paul Society of Marin County may be the place for you.

Essential duties:

- Prepare monthly internal financial statements including posting of monthly journal entries, reconciliation of cash and investment accounts, and preparation of appropriate back-up documentation and supporting schedules
- Supervise accounts receivable process including invoice preparation, and submission and tracking for multiple government grant programs
- Supervise accounts payable process including preparation and processing of vendor invoices, posting and distributing of checks
- Maintain financial data for monthly dashboard, tracking spending across all agency programs, as well as various income items including gifts/donations and grant receipts
- Prepare monthly cashflow forecasts
- Develop and maintain business performance metrics
- Assist in preparation of annual operating and capital budgets as well as mid-year forecasts
- Prepare schedules and reconciliations for annual financial statement audit, act as primary liaison between SVdP and external auditors
- Coordinate preparation and filing of Form 990

- Manage financial accounts for separate real estate LLCs
- Track and confirm approvals of employee credit card expenditures
- Monitor banking relationships including checking accounts, savings accounts, and company credit cards
- Maintain and update the chart of accounts, performing system updates as necessary
- Assess current accounting operations, offering recommendations for improvement and implementing new processes
- Other duties as assigned

Minimum qualifications:

- Minimum of five (5) years of work experience in accounting, preferably with two (2) or more years of experience as a controller
- Non-profit experience highly desirable
- Advanced computer and technology skills, including proficiency with Microsoft Office Suite applications and QuickBooks
- Exceptional oral and written communication skills with the ability to adapt to a wide range of communication styles
- Ability to act with integrity and absolute, strict confidentiality
- Flexible, self-motivated, and detail-oriented with the ability to learn quickly and adapt to change
- Strong organizational skills, including the ability to maintain files, schedules, reports, etc.

Compensation: \$85,000 - \$105,000

Benefits: Medical, dental and 403(b) retirement plan with employer matching contribution. Generous holidays, vacation, and sick time.

Please submit cover letter and resume to eharrington@vinnies.org