

Controller

National Asian Pacific Center on Aging (NAPCA), a non-profit that has been preserving and promoting the dignity, well-being, and quality of life of Asian Americans, Pacific Islanders, and diverse communities as they age for over 40 years is searching for a **Controller** with a high standard for performance and oversight. The ideal candidate must have federal non-profit contract and audit experience. In addition, the Controller should possess a strong command of financial reporting, budgeting, developing proper controls (policies, systems, and processes) and accounting.

Be a part of a new vision that is being launched! NAPCA is focused on addressing economic insecurity and poverty affecting vulnerable older adults (especially individuals who may have language barriers and lack of access to opportunities) throughout the country. Go to <https://www.napca.org/about/> to learn more.

Key Responsibilities of the Controller:

- Assist with the development of strategic management, financial planning, policies and procedures to maintain the stability and profitability of the organization.
- Provide accurate and timely dissemination of all financial reporting and analysis as requested internally and externally (monthly financial statements, cost and price analysis of contracts, financial projections, and forecasting).
- Protect assets and steward resources from grant contracts by establishing, monitoring, and enforcing strong internal controls, processes, and systems.
- Conduct audits, present information to external auditors, and ensure the organization takes a proactive approach to financial health. Set a high standard for maintaining financial records in a manner ready for annual audits.
- Comply with federal, state, and local legal requirements, enforce adherence to requirements, prepare and file financial and contract reports, and advise management, program staff, and board members on needed actions.
- Advise on negotiation of leases, insurance coverage, and investments.
- Advise on capital equipment purchases and disposal and maintain inventory of depreciable assets.
- Prepare and work with teams to create budgets by establishing schedules; collect, analyze, and consolidate financial data; recommend plans. Achieve budget objectives by scheduling expenditures; analyzing variances; initiating corrective actions.
- Assist with contract negotiations, including budget support.
- Manage financial team by recruiting, selecting, orienting, and training employees. Also, oversee the job results of the team by coaching, corrective action; planning, monitoring, and evaluating job results.
- Work with team to administer and monitor financial components of our partnerships with subcontractor contracts, including invoicing, budget compliance, progress reporting, and contract compliance.

What the Successful Candidates Will Have:

- Bachelor's degree in finance or accounting. CPA is a plus.
- 5+ years accounting experience in a professional environment which includes financial management, reporting, statements and financial and contract management of federal, state, and local government grants and contracts.
- Proficient in MIP, Drillpoint, Microsoft Office, and timekeeping systems.
- Experience with and understanding of OMB's Uniform Guidance, principles of GAAP and the COSO Internal Control Integrated Framework.
- Budgeting (including capital budgets), as well as budget monitoring/reporting experience.
- Understanding of multi-state tax laws and regulations (CA, WA, IL, DC, etc.).
- Ability to work professionally and collaboratively with C-level, Board executives, colleagues, and clients.



- Able to think strategically, work independently, and take initiative.
- Flexibility with assignments and working with a wide range of individuals with different communication styles.
- Meet multiple deadlines by multi-tasking, prioritizing, and staying organized.
- Communicate clearly and professionally in both verbal and written formats.
- Produce highly accurate documents with a focus on quality.
- Show personal credibility and ethical conduct in the performance of duties and handling of proprietary and confidential information.

Excellent Benefit Package that includes:

- Health, Dental, Vision Insurance
- Paid Time Off
- 401(k) with a match
- Tuition Reimbursement

All Things HR, an external HR Consulting Company, has partnered with NAPCA to assist with the hiring process. If this position looks like a fit for you, submit your resume and cover letter to jobs@allthings-hr.com.