

Comptroller

Location

Remote

Reports to

VP of Finance and Administration

Leads

Accounts Payable Manager

Accounts Receivable Manager

Overview

At [Common Future](#), we imagine a future where people, no matter their race or ethnicity, have power, choice, and ownership over the economy. Founded in 2001, we know that the ideas, models, and solutions that can restore community wealth already exist, they just require attention and investment. We work with hundreds of community leaders and funders through flexible initiatives that build inclusive economies. These initiatives are centered around shifting capital, uplifting local leaders, and advising the development of equitable economies. We are a 30 person organization (and growing). Our culture values are equity, experimentation, continuous learning, collaboration, trust, and the well-being of our employees. Read more about us on our [Medium page](#).

Position Responsibilities

Reporting to the VP of Finance and Admin, the Comptroller will be responsible for the overall management and implementation of Common Future's financial operations. The Comptroller will oversee the day-to-day operations, including accounts payable, accounts receivable, general ledger, payroll, bank reconciliations, investments, leases, insurance policies, asset management, tax reporting for all entities, balance sheet management for all bank accounts, cash flow analysis, insurance reporting, and compliance. The Comptroller will also be responsible for the close of the year-end books, assisting independent auditors with annual audit and tax returns, and assisting with the financial analysis of our organization. The Comptroller serves as the financial consultant to the VP of Finance and Admin and assists in short and long-term operational support processes and provides strategic solutions for resolving organizational issues as well as the financial implementation of new initiatives. Responsibilities include:

- Establish and maintain the organization's accounting procedures.
- Oversee the handling of accounting functions on a day-to-day basis, including invoicing, accounts receivable, accounts payable, payroll, treasury management, and general ledger accounting.

- Responsible for the creation of financial reports, which may include balance sheets, profit and loss statements, revenue status analysis, or cash positions for all bank accounts, as well as other financial analysis data as needed on a monthly, quarterly, and annual basis for the management team, board Finance Committee, funders, and external stakeholders.
- Oversee payroll and associated records
 - Reviews employee change forms and new hire paperwork for payroll recording.
 - Oversee the payroll operations, review the Manager, Accounts Payable accuracy for timecards, proper approval, and accurate wage distribution coding.
- Oversight of the reconciliation of all bank accounts and lead investment accounts. Provide analysis required to create lines of credit and credit card systems and implement adopted systems. Monitor bank service charges by providing industry standards vs. current charges. Research investment instruments and interest rates for bank accounts.
- Create and maintain an assets system to ensure the safeguarding of assets and reliability of financial data. Responsible for current asset management and assists with periodical physical asset counts, procedures, and processes.
- Direct treasury operations, such as cash management, care, and custody of funds and investments. Provide appropriate actions that may be considered regarding any cash flow irregularities and implement changes once reviewed with the VP of Finance and Admin.
- Oversee all accounts, ledgers, and reporting systems, ensuring compliance with appropriate GAAP standards and regulatory requirements.
- Oversee tax planning and compliance with all federal, state, and local regulations, including payroll and other applicable taxes.
- Review and advise on the financial and accounting aspects of all contracts before their execution to the appropriate department leads.
- Assist management staff with various financial matters, including understanding financial reports, constructing program budgets, financial forecasting, and risk management. Provide financial analysis and recommendations. Coach managers on making sound financial decisions.
- Oversee and ensure the accurate and timely close of the financial books in preparation for the independent audit and the opening of financial books for the new fiscal year.
- Cooperate with and assist the independent auditors in the timely completion of the annual audit. Coordinate and prepare audit schedules for the year-end audit. Prepare state and federal tax return information to support the auditor.
- Collaborate and effectively communicate with colleagues outside of the Finance team.
- Keep abreast of the latest developments in the accounting/finance field by reading available written resource materials, attending appropriate meetings and workshops, and engaging in other valuable methods to maintain up-to-date in the field.

Desired Qualifications

- CPA degree and/or economic degree desired
- Experience with Quickbooks, Expensify, Bill.com, Airtable, and Salesforce preferred

- Experience coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, and payroll within the nonprofit, association, or foundation settings
- Proven track record in grants management as it relates to compliance and reporting of government, corporate, foundation grants, treasury management, financial analytical insight, financial modeling and design within the confinements of GAAP and FASB principles, and structuring of innovative blended finance within a nonprofit finance business structure.
- Experience of substantial responsibility for the quality and content of capital financial strategy instruments and investment financial constructs within a nonprofit business structure.
- Technologically savvy with experience selecting and overseeing remote financial integration software installations and managing relationships with software vendors; advanced knowledge of remote accounting and remote reporting software
- Keen analytic, organization, and problem-solving skills, which allow for strategic private investment data interpretation versus conventional nonprofit revenue reporting structures.
- Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to senior management, board, or other outside partners
- Experience leading and managing remote teams, ideally in a geographically dispersed context, with a high standard of excellence and accountability
- Entrepreneurial style, with enthusiasm for working in a dynamic, fast-paced environment

Compensation and Benefits

This is a full-time, exempt position. The salary range is \$100,000 to \$115,000 and commensurate with experience. Common Future offers a work environment that is committed to the well-being and support of our employees. We embrace a human-centered approach to our practices and policies. We offer a competitive benefits package that includes

- 20-25 paid time off days
- 13 paid holidays, including a week off between Christmas and New Years
- 4 day/32 hour work week
- Remote and flexible work options
- Stipend for office supplies, work from home costs, and cell phone
- Paid medical, dental, vision, and life insurance
- Paid long term disability coverage
- 4% 403b retirement plan contribution that is immediately vested
- \$500+ professional development stipend
- And more

How to Apply

As an Equal Opportunity Employer, Common Future does not discriminate against applicants or employees due to their race, ethnicity, religion, sexual orientation, gender, gender identity, age, physical ability, hairstyle, previous incarceration, or length of time spent unemployed. As an organization, we are committed to reflecting the diverse communities we serve. Applicants who contribute to this diversity are strongly encouraged to apply.

To apply, please submit your cover letter, resume, salary expectation, and up to 3 references [here](#).

In your cover letter, please answer the following questions with no more than 3-5 sentences or bullet points per question:

- **Why do you want to work at Common Future?**
- **How might your experiences, whether lived, worked, or studied, contribute to the mission of Common Future and this role?**
- **Please describe your experience and/or knowledge with private equity within private, non-profit, or government entity, if at all.**
- **Anything else you would like us to know.**

Our ideal start date for this role is Summer 2022 with interviews beginning in late April 2022. Applications will be evaluated as they arrive and the position will remain open until filled.

Job Posted on March 29, 2022