



JOB TITLE: Controller

REPORTS TO: Deputy Director

SALARY RANGE: \$80,000 - \$90,000

STATUS: Full-Time, 40hrs/wk, Exempt

ABOUT US:

Safe Place for Youth (SPY) is the leading service provider for youth experiencing or at-risk of homelessness in West Los Angeles. Founded in 2011, our agency offers trauma-informed, low barrier programs that support young people in exiting the streets and achieving stability so that they can thrive, not just survive. Our robust continuum of care includes street outreach, drop-in services, health and wellness programming, case management, education and employment services, and housing programs.

SPY is a unique social impact agency that is committed to overcoming structural barriers to equity, community collaboration, and innovative youth-focused programming. If you have the skills, passion and collaborative spirit, join our growing team of nearly 60 employees.

SPY strives to attract and develop individuals who reflect a broad spectrum of diversity, including (but by no means limited to) racial, ethnic, gender identity and socioeconomic dimensions. We believe that inclusion of diverse perspectives is essential to achieving long-term, systemic change. We explicitly seek applications from those who self-identify as coming from historically marginalized populations to enrich and elevate our equity-centered approach to problem-solving.

ABOUT THE ROLE

Manages accounting operations and oversees the collection of data and information for use in financial statement reports. Supervises budget planning. Coordinates both internal and external audit processes and make operational adjustments based on the results of those audits. Has hiring and training responsibilities in addition to operational management duties.

WHAT YOU'LL DO

- Ensure timeliness and accuracy of financial and management reporting for federal and state funders.
- Prepare monthly, quarterly and annual financial statements.
- Prepare comprehensive monthly cash flow projections and ensure availability of funds as needed.
- Assist in the preparation of government contract vouchers (if applicable), posting of journal entries, bank reconciliations, monthly closings, budget preparations and modifications for contracts and grants.
- Maintain the accounting records & general ledger.
- Support agency audits and proper filing of tax returns.
- Follow industry-standard performance standards for financial management.

- Supervise and manage accounting staff. Ensure they account for all necessary information used for reporting and financial summaries for donors and regulatory authorities.
- Conduct monthly budget meetings with Program Directors
- Conduct monthly cash flow meetings with administrative team
- Maintain accounting systems and ensure software meets the needs of the organization.
- Ensure that sufficient funds are available to meet ongoing operational needs.
- Develop or recommend solutions for financial problems or situations.
- Engage in ongoing cost reduction analyses in all areas of the organization.
- Create and maintain financial coding systems and forms.
- Train staff on financial-related policies and procedures.
- Evaluate current financial policies and procedures
- Manage the preparation of payroll for personnel
- Additional ad-hoc tasks as required

WHAT YOU'LL NEED

- Bachelor's degree in accounting or finance. CPA or CMA preferred.
- 2+ years of experience in a senior financial leadership position
- 5+ years of experience in nonprofit accounting, compliance, government vouchering and reporting.
- Experience handling numerous government contracts for various government agencies, including federal, state and city.
- Experience with finance/accounting software
- Excellent knowledge of Excel
- Excellent Knowledge of business and finance principles
- Strong analytical, writing and organization skills
- Strong supervisory skills and the ability to evaluate performance and handle corrective action problems
- An uncompromising sense of integrity and ethics
- A high quality of character and is honest, trustworthy and reliable
- Ability to establish and maintain cooperative and effective working relationships with others.

BENEFITS & PERKS

Safe Place for Youth offers a competitive benefit package including comprehensive health coverage, 403b with agency contribution, and vacation/sick time. We also offer unique perks including weekly meditation/mindfulness and professional development opportunities that are tailored to your individual career growth. [This position also offers a generous 9/80 Alternative Workweek Schedule.]

TO APPLY:

Applicants should send a resume and cover letter to Rachel Stich at rachels@safeforyouth.org with "Controller" in the subject line.

All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. Safe Place for Youth does not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

Safe Place for Youth, a project of Community Partners® is an equal opportunity employer committed to a diverse and inclusive workforce. In addition, the organization will consider for employment-qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.