



Controller

February 2018

Bat Conservation International (BCI), a 501(c)(3) nonprofit organization dedicated to the protection of bats and their habitats in America and around the world, seeks a Controller. This position is based in Austin, Texas, but the location can be flexible for the right candidate.

Position Summary:

The Controller provides daily oversight of all finance, accounting and related reporting activities under a current organizational budget of \$5 million. This position has functional responsibility over general accounting, cash management, accounts payable & receivable, and grants and contracts accounting.

The Controller ensures that proper systems, procedures, and internal controls are consistently in place to support effective financial and accounting operations, maintain compliance with GAAP and federal requirements, and achieve successful audits. Responsible for delivery of timely financial reporting to both internal and external stakeholders, including BCI's Executive Director, senior managers, and Board of Directors. The Controller also supports the organizational budget process and ongoing forecasting and variance analysis.

Provides leadership in maintaining strong internal communications with staff at all levels throughout the organization, promoting a positive and supportive work environment. The Controller collaborates closely with development, conservation, and science teams to ensure solid understanding of finance and accounting policies and procedures, and proactively explores continuous system and process improvements, and ultimately manages the finance function and systems to support the efficiency and effectiveness of overall operations and the growth of BCI's conservation and science programs.

Responsibilities:

Staff Supervision, Training & Development

Mentors and directs the daily work of a diverse team, including consulting support; ensures that all work is processed efficiently by establishing individual and team priorities.

Conducts training for staff on finance and accounting policies, procedures and forms utilization as may be needed.

Financial Accounting & Compliance

Ensures the organization's compliance with GAAP, federal regulatory, and other donor requirements, as well as BCI's own policies and procedures.

Ensures effective cash management practices and maintains healthy cash flow.

Financial Reporting, Audit & Tax

Responsible for the timely preparation of accurate, transparent, and clearly-communicated monthly financial statements and year-end closing.

Supports the annual budget process, monitors progress, and draws conclusions on budget & forecasting variances as well as BCI's overall financial position.

Generates monthly departmental reporting of budget-to-actual activity and engages in necessary review with budget managers on significant variances.

Arrange for and coordinate all necessary audits.

Acts as a main point of contact with external auditors during onsite fieldwork.

Provides schedules for the annual IRS Form 990 tax information return and completes other tax/regulatory forms.

Program Support

Provides leadership in maintaining strong internal communications with staff at all levels throughout the organization, promoting a positive and supportive work environment.

Collaborates closely with BCI's development, conservation, and science teams to ensure solid understanding of finance and accounting policies and procedures, and ensure program staff have accurate and timely data to support program management and budget decisions.

Proactively explores continuous system and process improvements, including by utilizing new technologies, to support development, grant and contract processing and program management.

Manages the finance function and systems to support the efficiency and effectiveness of overall BCI operations and the growth of BCI's conservation and science programs.

Other Responsibilities

Engages in special projects and/or fulfills other duties as may be assigned by the Executive Director.

Qualifications:

Knowledge/Experience:

Bachelor's degree in Accounting or Finance; CPA preferred.

8+ years of progressive experience in accounting and/or auditing, with 3+ years of experience in a managerial role supervising staff.

5+ years of experience in mission-driven, nonprofit organizations subject to federal grants rules and

regulations compliance, including demonstrated working knowledge and practical application of OMB cost principles, audit, and administrative requirements.

Experience with financial management software required, with Abila MIP preferred.

Intermediate to advanced level working knowledge of Microsoft Excel and other Office products.

Other Qualifications:

Demonstrated knowledge of nonprofit accounting principles and practices, budget management, accounting report generation and utilization, and financial analysis.

Experience in effectively communicating key data, including presentations to senior management, Finance Committee, and Board of Directors.

Willingness to work extra hours during peak workload periods, especially around annual audit.

Applicants must be authorized to work in the U.S.

Competencies:

Paramount professional integrity, honesty, confidentiality and dependability.

Commitment and ability to excel in a fast-paced environment; works effectively under time pressure and meets deadlines.

Highly professional demeanor, with strong interpersonal and customer service skills to effectively interact with all levels of staff.

Effective trainer for finance and non-finance personnel.

Employs team-building, mentoring approach to supervision and working style.

Ability to quickly learn new systems, processes and procedures.

Please submit Resume and cover letter at <http://www.batcon.org/me109/controller.html>

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