



**Position:** Controller  
**Terms:** None (Full-time, Regular Employee)  
**Location:** Irvine, CA  
**Compensation:** Based on qualifications and experience  
**Benefits:** Position is eligible for all company benefits  
**Industry:** Nonprofit  
**Reports To:** Director

#### **COMPANY DESCRIPTION**

The Energy Coalition (TEC) is a California-based 501(c)3 nonprofit with over forty years' experience in partnering with communities, public agencies, private companies, educators and policymakers to design and implement sustainability strategies. As a social change organization, TEC's mission is to create an abundant and healthy world by inspiring others to take responsible environmental actions. Working through our three core service areas - energy policy leadership, engagement and education, and smart energy solutions - we collectively achieve valuable environmental savings that benefit everyone.

TEC's team consists of passionate self-starters who are motivated by their commitment to creating a sustainable future. We nurture the professional growth of our employees by offering opportunities for staff to apply and develop their skills, encouraging staff to learn from one another, and through in-house training and professional development funds to build expertise. TEC strives to create a great working environment that is open, flexible and collegial. While TEC's team works hard to tackle challenging and meaningful work we also take time to celebrate our successes. If you are looking to join a high performance organization focused on achieving a sustainable future, apply today!

#### **POSITION DESCRIPTION**

TEC is in search of a Controller with non-profit experience to oversee all financial and accounting activities. This position is responsible for budget management and forecasting, financial reporting and analysis, payroll, accounts payable, accounts receivable, and managing/overseeing finance and accounting staff. The ideal candidate will have experience with grant funding requirements and has experience with change management and systems implementation to support TEC's growth.

#### **JOB RESPONSIBILITIES**

Responsibilities may include, but are not limited to:

- Provides strategic management of the accounting and finance functions. Directs and coordinates the financial planning, budget management and forecasting, and accounting functions including accounts payable, accounts receivable, fixed assets, and the general ledger.
- Reviews monthly bank reconciliations, bi-weekly payroll, and client invoices.
- Develops, directs and maintains accounting policies, procedures and internal controls and the documentation thereof.
- Recommends improvements to ensure the integrity of financial information.
- Oversees financial systems implementations, upgrades, training and administration of accounting software including QuickBooks and Projector PSA.
- Manages & directs accounting and finance staff. Lead staff training and development in budgeting and financial management areas.
- Provides timely, relevant and reliable financial reporting including:
  - a. Statement of Financial Position
  - b. Statement of Activities
  - c. Budget Performance Reports, including budget versus actual revenues and expenses
  - d. Management Reports as needed
- Directs financial audits and provides recommendations for procedural improvements. Serves as the primary staff liaison to the audit and tax firm. Reviews the audit report and tax returns before presentation to the Audit Committee.
- Act as liaison to Audit and Finance Board Committee effectively communicating and presenting critical financial matters at board of directors and committee meetings
- Manage legal and tax components of the organization to ensure compliance with regulations.
- Manage all banking and investments.
- Maintain current knowledge of organizational policies and procedures, federal and state policies and directives, and current accounting standards.
- Manage contracts with clients, vendors and partners.
- Establish interpersonal business relationships with banking, insurance, and non-organizational accounting personnel to facilitate work activities.
- Advise management on short-term and long-term financial objectives, policies, and actions.
- Serve as a company-wide resource for TEC

## **QUALIFICATIONS**

- Bachelor's degree in Accounting or Business Administration.
- Masters' degree in related field or CPA preferred.
- Minimum eight years accounting experience, preferably in non-profit.
- Strong understanding of economic and accounting principles and practices including GAAP, banking and analysis, financial reporting.
- Experience in grant administration.
- Proficient in QuickBooks, Advanced Excel skills, and billable time software (Projector PSA experience preferred).
- Strong verbal, written, analytical, time management, critical thinking, judgement and decision making, mathematical reasoning, and complex problem solving skills
- Experience in management of financial resources, and systems analysis and evaluation
- Trustworthy in handling confidential information.

- Must be able to multi-task, prioritize, and work efficiently to meet deadlines.
- Experience in supervising multiple staff including motivating, developing, and delegating to team members.
- The ability to adapt and respond to changing work situations and environments.
- Ability to work with shared leadership and in cross-functional teams.
- Possesses conflict resolution and active listening skills.
- Ability to work independently and in a collaborative team environment.
- Proven ability to manage and resolve internal and external conflicts.
- Ability to effectively manage up to keep upper management informed about priorities and progress.
- Experience in presenting financial information to upper management and Board of Directors.
- Experience with Google Applications preferred.

### **COMPANY EXPECTATIONS**

- Ability to work comfortably in a collaborative environment and make high contributions to the team and program in a fast paced environment.
- Proactive initiative and excellent problem-solving skills with the ability to identify and define the problem, develop solutions, exercise good judgment and make decisions.
- Intrinsic sense of high moral code and ethical conduct, and ability to use discretion with confidential information.
- Passion for sustainability and environmental stewardship.
- Strong attention to detail that results in concise, consistent work products.
- Familiarity with Microsoft Office including Excel, Word, and PowerPoint.
- Professional appearance and demeanor.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to lift 25 lbs
- Must be able to sit for extended periods of time
- Must be able to stand for extended periods of time
- Must have finger dexterity for typing/using a keyboard.

### **WORK ENVIRONMENT**

The work environment characteristics are normal office conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **COMPENSATION**

Salary is based on qualifications and experience. TEC offers a competitive benefits package that includes medical, dental and vision insurance; 401(k) retirement plan with partial employer matching; 9/80 work schedule with paid holidays and paid time off.

**TO APPLY**

To apply for this position, submit your letter of interest and resume to [jobs@energycoalition.org](mailto:jobs@energycoalition.org) with the subject line "Controller" by noon on 12/6/17. Interviews will be held in early December and scheduled as resumes are collected.

The Energy Coalition is an Equal Opportunity Employer and strives to reflect the diverse community it serves.

Posted: 11/22/17