



**CHIRLA**  
Coalition for Humane  
Immigrant Rights

## **JOB POSTING**

**POSITION:** Comptroller

**SALARY:** \$50,000 -- \$55,000 w/benefits

**REPORTS TO:** Associate Director

**CLOSING DATE OF THIS POSITION:** Open Until Filled

The Coalition for Humane Immigrant Rights of Los Angeles (CHIRLA) is a non-profit organization founded in 1986 to advance the human and civil rights of immigrants and refugees in Los Angeles. As a multi-ethnic coalition of community organizations and individuals, CHIRLA aims to foster greater understanding of issues that affect immigrant communities, provide a neutral forum for discussion, and unite immigrant groups to more effectively advocate for positive change. CHIRLA's programs include coalition-building, advocacy around issues affecting immigrants and refugees, community education, service provision, and organizing and leadership development.

### **POSTION DESCRIPTION:**

The Comptroller reports directly to the Associate Director. This position will work closely with the Associate Director and the Development Director. This position oversees all aspects of an organization's accounting function. The Comptroller will be responsible for planning and directing ledger accounts, financial statements, and cost control system and strengthen the process and implement the infrastructure and systems needed to support substantial growth over the next five to ten years. The Comptroller will continue to build and manage effective and streamlined financial systems, including financial, accounting, auditing, and budgeting and systems infrastructure. The Comptroller will be involved in strategic planning, evaluation and professional development initiatives as well as planning for CHIRLA's expansion. The Comptroller will interact with all Directors, provide, and lead in the budgeting process and consultation on finance development.

### **DUTIES AND RESPONSIBILITIES:**

**Essential duties include but not limited, to the following: Accounting and Financial Management:**

#### **I. Accounting Record Keeping**

- Strengthen bookkeeping practices, systems, and infrastructure needs;
- Daily management of accounts payable, cash disbursements, cash receipts, accounts receivable, etc.
- Prepare monthly and quarterly financial reporting materials for CHIRLA's management team and Board of Directors.
- Provide timely budgets and financial expense reports for any active grants.
- Oversee and direct organizational and programmatic budgeting and expense reporting.
- Prepare audit schedules and coordinate all annual audit and tax filing activities.
- Develop and manage Financial Forecasting and Investment plans for new resource generation.
- Assist with preparation of reports for the annual financial audit;
- Other duties as assigned.

## **II. Project Budget Management**

- In collaboration with Directors, prepare budgets;
- Prepare analytical and monthly financial reports for assigned projects;
- Monitor and analyze project finances and budget activities;
- Conduct monthly reviews of activities with project directors.

## **III. Grants and Fund Management**

- In collaboration with Directors, prepare grant budgets and financial reports
- As needed develop reporting templates and provide analytical reports
- Coordinate, track and reconcile revenue activity, including grants and individual giving on monthly basis;
- Ensure the appropriate allocation of grants and cash receipts;
- Manage grants related issues ensuring timely resolution. Provide timely escalation of important issues to the Associate Director.

## **SKILLS AND QUALIFICATIONS:**

- Bachelor's Degree, ideally in Business, Management, Accounting, or similar subject; CPA preferred
- Minimum five years' experience in financial nonprofit management, and/or grant management or budgeting;
- Demonstrated skill in the use of computers and accounting software such as QuickBooks, Salesforce and Strong Excel skills with examples of building informative financial health reports;
- Demonstrated organizational and analytical skills;
- Demonstrated ability to prioritize tasks and work under pressure;
- Demonstrated attention to the detail and accuracy;
- Collaborative and entrepreneurial approach to problem solving;
- Proactive nature in using technology and systems to maximize efficiencies with tasks;
- Demonstrated ability to communicate effectively with supervisors, staff and vendors;
- Ability to teach finance management skills is a plus;
- Knowledge of financial principles and practices in non-profit organizations, including 501© (3) and 501 © (4) activity;
- Commitment to CHIRLA's mission of empowering low-income community groups.

**To apply, send resume and cover letter to: [jobs@chirla.org](mailto:jobs@chirla.org)**

**Subject Line should read: Comptroller**

**To apply by standard mail send materials to:**

Coalition for Humane Immigrant Rights of Los Angeles (CHIRLA)  
Attn: Human Resources  
2533 W. 3rd St., Suite 101  
Los Angeles, CA 90057