



**Job Announcement**  
**January 25, 2017**  
**Vacancies: 1**

Occupational Grouping:	<b>Finance</b>
Position Title:	<b>Controller</b>
Program/Department:	<b>Fiscal</b>
Reports to:	<b>V.P. Chief Operating Officer</b>
Location:	<b>Main Office 1055 Wilshire Blvd. Suite # 1475</b>
Employment Status:	<b>Exempt 12 Months</b>

**Job Purpose:**

The Controller reports directly to the Vice President Chief Operating Officer with dotted line responsibilities to the President and Chief Executive Officer. The Controller is responsible for the financial management, reporting and internal controls of the entire Corporation. The Controller must ensure timely and accurate preparation of financial reports, internal or external, to all relevant stakeholders.

**Position Responsibilities:**

- A. To supervise and implement timely, complete, and accurate set of accounting books of the corporation reflecting all its activities in a manner commensurate with relevant regulations in operating the corporation and subject to external and internal guidelines set from time to time by the funding agencies and executive management.
- B. To implement continuous financial audit and control systems to monitor the performance of the corporation, its flow of funds, and adherence to the budget, the expenditures, the income, the cost of operations and other budgetary items.
- C. To timely, regularly and duly prepare and present to the executive management financial statements and reports as required by all pertinent regulations and funding agencies
- D. To prepare and present for approval of executive management an annual budget, other budgets, financial plans, cash flow projections and all other financial and business documents as may be required from time to time by the executive management.
- E. To alert the executive management and to warn it regarding any irregularity, lack of compliance, lack of adherence whether actual or potential concerning the financial systems, the financial operation, the financing plans, the accounting, the audits, the budgets and any other matter of a financial nature or which could or does have financial implications.
- F. To supervise and coordinate the computerized accounting system in a combined hardware and software and communications systems which integrates with the systems of other departments of the corporation.
- G. To effectively direct and supervise the accounting department.
- H. Otherwise to initiate and engage in all manner of activities, whether financial of other, conducive to the financial health, growth prospects and the fulfillment of the corporate mission to the best of his or her ability and with the appropriate dedication of the time and effort required.
- I. Responsible for pace administration department 81200, general and administration 81100, employee vacation accrual account, private and foundation grants designated for general and operating support.
- J. Responsibilities for all PACE subsidiaries and affiliates.
- K. Coordinate and manage the annual financial and single audit for the corporation.
- L. Monitor agency or program budget including revenues, expenditures and budget projections.



- M. Manages the accounting operations of the corporation including budgeting, auditing, payroll, accounts payable and receivable, general ledger and financial reporting in accordance with generally accepted accounting principles, internal policies and procedures and funding agency regulations and guidelines
- N. Prepares and defends budget recommendations, request, reports, proposals and/or projections
- O. Reviews the fiscal operations to ensure integrity, accuracy and control of data.
- P. Develops and/or interprets fiscal statements and reports
- Q. Ensures compliance with applicable federal and/or state regulations, and/or agency policies and procedures
- R. Designs, enhances or implements systems and/or subsystems that reflect the changing needs of the agency
- S. Acts as a resource for management and staff; provides technical assistance support within areas of responsibility
- T. Provides technical assistance on agency issues, services, programs and or computer hardware and software, etc.
- U. Supervise subordinate personnel including; hiring, determining workload and delegating assignments, training, monitoring and evaluating performance and initiating corrective or disciplinary actions.
- V. Other related tasks as assigned.

#### **Experience:**

Ten years progressively responsible experience in the financial management of a large scale and complex nonprofit organization with diverse funding streams. Working experience and extensive knowledge in fund accounting system and federal financial management and budget guidelines a big plus. MIP Sage Fund Accounting software working experience is a plus. Prior supervision experience is also highly desirable.

#### **Education:**

A Bachelor's Degree in accounting, Business Administration or closely related field Advanced degree, public and/private and nonprofit experience and CPA preferred.

#### **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 limitations/disabilities to perform the essential functions of this position.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms and stoop, kneel, crouch, climb, push, pull, stand on uneven surfaces, bend, twist or crawl. The employee is regularly required to stand and walk. The employee must be able to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

#### **Special Requirements:**

Must pass employment background verification.

- Must pass a pre-employment physical examination that includes drug and alcohol testing.



- Must have reliable transportation, a current and valid California Driver's License, vehicle registration and adequate automobile insurance coverage.

**COMPENSATION:** Depend on experience, plus excellent benefits

PACE is a private not-for-profit corporation that provides employment, small business assistance, education, housing and other community services in the Los Angeles City and County areas. PACE is an equal opportunity and affirmative action employer.