JustinBradley’s client, the leading national nonprofit focused on eradicating hunger and undernutrition, is looking for a Controller for their Washington, D.C. headquarters. The Food Research & Action Center (FRAC) works to improve and implement effective public policies and public-private partnerships to eradicate hunger and undernutrition in the United States. FRAC engages in research, policy analysis and advocacy, coalition-building, outreach, technical assistance and training, and an array of communications strategies. In partnership with hundreds of national, state and local nonprofit organizations, public agencies, corporations and labor organizations, FRAC addresses hunger and food insecurity, and poverty as their root cause.

This experienced Controller will be responsible for performing all accounting, financial processing, and payroll activities. This position affords the opportunity for a motivated, detail-oriented individual to use a wide range of skills and will supervise one staff associate.

What’s Attractive to the Right Controller Candidate?

- We are financially stable.
- Managing a broad portfolio of responsibility, you will be critical to our organization.
- A seat at the table to help shape the organization’s future, this position will work directly with executives.
- You will be joining an effective, committed, high-performing group of colleagues who are well-regarded in the community.

Key responsibilities include, but are not limited to:

- Maintain the organization’s system of accounts, ledgers, and fiscal records on all transactions and assets, ensuring compliance with appropriate GAAP standards and legal and regulatory requirements. (currently in Sage software)
- Develop, analyze, and interpret accounting information and present financial reports in an accurate and timely manner. Deliver monthly, quarterly, and annual financial statements; monitor progress and changes and keep the Senior Management Team informed of financial status. Assist in preparation of organizational annual budget.
- Prepare bi-weekly payroll for processing by a third-party vendor (currently Paychex) and prepare relevant management reports, including monthly, quarterly, and year-end payroll reporting (gross payroll, vacation accrual, tax deductions, benefits deductions, etc.)
- Track and disburse monthly 403(b) retirement payments and provide review of plan for compliance with plan guidelines.
- Staff the annual independent audit and any additional audits required by specific donors or funding agencies; ensure the timely resolution of any audit findings.
- Provides necessary data for 990 tax filing and prepares 1099s.
- Oversee all department, project, and grants financial accounting; ensure that expenditures are consistently aligned with related budgets; develop high quality financial report materials for and assure they are delivered timely to funders in compliance with donor requirements.
- Represent the organizations as the Certified Acceptance Agent to the IRS and manage tax planning and compliance with all federal, state, and local tax jurisdictions.
- Supervise the investment of funds and provide timely and accurate financial information
to support the management and performance tracking of invested assets in keeping with policies and investment guidelines.

- Maintain ‘best in class’ internal controls and safeguards for cash management, including establishing sophisticated cash management procedures across the organization.
- Manage cash flow forecasting to meet operating needs; coordinate regularly with the President and Director of Human Resources and Operations, sharing information and analysis regarding cash flow trends and needs.
- Manage banking and other financial institutional relationships in conjunction with the Director of Human Resources and Operations. Reconcile bank statements.
- Prepares grant expenditure reports and budgets for major programs.

A well-qualified candidate will possess the following:

- Bachelor’s in Finance, Accounting, Business Administration or a related discipline that demonstrates the requisite knowledge to perform the duties of the job.
- CPA desired.
- At least 4 years recent work experience with 501(c)3 and 501(c)4 nonprofit organizations.
- Excellent organizational and time management skills.
- Experience with Sage software preferred.
- Strong experience with MS Excel.
- Ability to multi-task and work as part of a diverse team in a small office.
- Strong analytical and problem-solving skills.
- Commitment to working for social justice.

FRAC is especially interested in candidates who can contribute to the diversity of the organization.

FRAC is an equal opportunity, affirmative action employer. FRAC is firmly committed to a policy against discrimination based on age, sex, race, religious creed, sexual orientation, disability or ethnic or national origin.

If you are interested in applying for this position, please email your resume to jmockrish@justinbradley.com.