

**POSITION DESCRIPTION  
CONTROLLER**

**Organization Profile:**

Founded in 1983, The Wooden Floor (TWF) is one of the foremost creative youth development nonprofit organizations in the country. We transform the lives of young people in low-income communities through the power of dance and access to higher education. In Orange County, and through national licensed partners, we use a long-term approach grounded in exploratory dance education to foster the confidence and gifts within each child to innovate, communicate, and collaborate – skills necessary for success in school and in life. 100 percent of students who graduate from The Wooden Floor immediately enroll in higher education. Our students become change agents and beacons of hope within their own families, their neighborhoods, our community, and our world.

TWF is known for its financial strength and business acumen in Orange County, and the ways in which we steward the precious resources entrusted to us by our supporters. TWF's Annual Operating Budget for FY2022-2023 is \$3.6M, and it has a growing Endowment Fund at \$7M, as of August 31, 2022.

**Position Summary:**

The Controller (CONT) primary role is to manage the day-to-day financial operations while maintaining accounting records and internal controls in accordance with generally accepted accounting principles (GAAP). The Controller supports the CEO and Chief Operating Officer (COO) in leading the financial and administrative processes, strategy, standard operating procedures, and relevant regulations. Assists in enhancing operating efficiencies, reviewing and/or implementing systems and internal controls. Prioritizes conflicting needs as they relate to the assigned projects; handles matters expeditiously, and follows-through to manage all projects to successful completion.

**Reports To:** Chief Operating Officer  
**Classification:** Exempt  
**Status:** Full-Time  
**Hours:** Monday to Friday 9:00am to 6:00pm

**Essential Job Functions:****Finance and Accounting**

- Oversee all accounts, funds, reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements
- Maintain internal controls and safeguards for receipt of revenue, costs, and program budgets and actual expenditures.
- Analyze financial data and present reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitor progress and changes, and keep the CEO and COO abreast of financial status.
- Assist CEO and Senior Leadership Team (SLT) in the annual budgeting and planning process; administer and review all financial plans and compare to actual results with a review to identify, explain and correct variances as appropriate.
- Oversee all financial, project/program, and grant accounting; work with Grant Writer and Development Team on reports to funders and ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period.
- Coordinate the monthly gift record reconciliation with the Development Team to ensure accuracy to the accounting and financial statements, as well as credit card transactions/reconciliations.

- Advise on financial analyses, and decision-making regarding capital investments, depreciation schedules, contract review and negotiation, and other matters with SLT, CEO and COO.
- Works with CEO regarding banking and investment brokerage account management, including wire transfers and account reconciliations.

#### **Compliance and Audit**

- Monitor, develop, and ensure timely financial reporting for government, corporate, and foundation grants.
- Formulate, recommend, and implement sound fiscal policies, procedures, and internal controls.
- Ensure the timely and accurate filing of local, state and/or federal government reporting and tax filings (Form 990) and ensure all returns are filed timely and accurately.
- Oversee the activities of the Annual Audit to ensure they are complete, accurate, and timely working closely with auditors and the DFA, as needed.

#### **Payroll and Benefits**

- Serve as payroll administrator and as point of contact for employees for questions related to payroll, benefits, 403b Plan Administration, and expense allocations.
- Maintain personnel records.
- Administers contracts for independent contractors and payment schedules tied to performances, and year-end 1099 forms and filings.

#### **Executive Support**

- Serve as staff support to the CEO in preparing for the quarterly Finance and Investment Committee Meetings and the Board of Directors Meetings, as requested.
- In support of the COO, serve as a conduit for TWF's internal operations team with specific responsibility of identifying and planning for technology, facilities, and operational improvements at two locations, as needed.
- In support of CEO and COO, serve as a special projects' leader of key strategic plan initiatives, as needed.
- Perform other job-related duties as assigned.

#### **Required Education, Skills, and Licensures**

- Bachelor's degree in accounting, finance, business administration with an emphasis in accounting or related field
- 7-10+ years of experience in the nonprofit sector, with exceptional knowledge of finance, fund accounting, budgeting, payroll, and Generally Accepted Accounting Principles (GAAP)
- Strong experience in preparing for audits; compliance and reporting, and working with auditors
- Experience working with grants management as it relates to program budgets, compliance, and reporting to government, corporate, and foundation grants.
- Strong analytical skills with an ability to translate and present complex information to a variety of audiences
- Passion for helping youth and/or the arts
- Mission-driven; business-minded
- Demonstrated ability to work in a fast-paced, complex environment with the skills to establish priorities, set objectives, and achieve stated goals
- Excellent interpersonal, communication and writing skills
- Proficient in MS Office, donor database CRM (preferably Raiser's Edge) and FundEZ, a plus
- Ability to pass criminal background check
- Possess a valid California Driver's License and maintain a clean driving record

**Position Interactions:** Internally the CONT works closely with the CEO, COO, Senior Leadership Team, and Grant Writer. Collaboration through thoughtful interaction and coordination with staff organization-wide is important to perform job duties. Externally the CONT interacts with professional services consultants, contractors, and vendors.

**Compensation:** \$100,000-\$110,000 salary rate based upon demonstrated experience and qualifications.

**To Apply:** Send a copy of your cover letter and resume to [HR@TheWoodenFloor.org](mailto:HR@TheWoodenFloor.org), Subject: Controller

**AMERICAN WITH DISABILITIES ACT ASSESSMENT:**

*Below are general guidelines on the position's physical, mental, and environmental working conditions.*

Bend: Occasionally	Write: Frequently
Squat: Occasionally	Perform Calculations: Frequently
Crawl: Rarely	Communicate Orally: Frequently
Climb: Rarely	Reason and Analyze: Frequently
Kneel: Rarely	Chemical/Biological Agent: Rarely
Handle Objects: Frequently	Construction Activities: Occasionally
Push/Pull: Frequently	Contact with Water/Liquids: Occasionally
Reach Above Shoulder Level: Occasionally	Drive Motorized Equipment: Not applicable
Sit: Frequently	Confined Spaces: Rarely
Stand: Occasionally	Elevated Work Location: Not applicable
Walk: Frequently	Radioactive Materials: Not applicable
Use Fine Finger Movements: Frequently	Temperature Variations: Rarely
Carry/Lift Loads up to 25 Pounds: Occasionally	Gas System: Not applicable
Carry/Lift loads between 25-50 lbs.: Occasionally	
Carry/Lift Loads over 50 Pounds: Occasionally	
Read/Comprehend: Frequently	