

**Title:** Controller

**Reports to:** Deputy Director, Administration & Finance

**Supervisory Responsibility:** Staff Accountant, Senior Accountant

**Location:** New York, NY

**Salary Range:** \$75,000 - \$85,000

**FLSA Status:** Exempt

**Travel:** Position requires minimal travel (less than seven days per year)

**Hours:** Flexible between 32-40 hrs per week

**THE POSITION:** Are you interested in developing and refining a growing organization's financial infrastructure and building capacity for financial transparency and collaborative budgeting with program staff? Do you want to help build fiscal sponsorship systems so projects can focus on programmatic investment?

Reporting to the Deputy Director for Administration and Finance (DDAF) and working closely with the leadership team, this position will be responsible for oversight of all accounting and reporting activities. The Controller will supervise a team of two staff members and lead all day-to-day finance operations including functional responsibility over accounting, accounts payable, accounts receivable, payroll, and grants administration. The Controller will ensure that Harm Reduction Coalition has the systems and procedures in place to support effective program implementation and conduct flawless audits. The Controller will be involved in developing budgets and presentations to the board and staff and will work closely with program staff, not only to educate them regarding finance and accounting procedures but also to explore how the finance function can support program operations.

**ORGANIZATION DESCRIPTION:** Harm Reduction Coalition is a national advocacy and capacity-building organization that works to promote the health and dignity of individuals and communities who are affected by drug use. With offices in New York and California, we advance harm reduction policy and practice through five core programs:

- 1) harm reduction policy and advocacy;
- 2) national training and capacity building initiatives;
- 3) national and regional conferences;
- 4) publications and resources, and;
- 5) technical assistance on overdose prevention education, hepatitis C prevention and treatment, syringe access expansion, and the US opioid crisis.

Collectively, these core programs work toward our North Star Statement: **Harm Reduction Coalition creates spaces and dialogue that help heal the harms of racialized drug policies.**

**KEY RESPONSIBILITIES**

- Oversee all accounts, ledgers, and 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.
- Lead audit preparation, creating a complete package for the auditors. This requires meeting all requirements of the auditors' request list, preparing the package in accordance with auditor's timeline, and ensuring the accurate presentation of financial statements and footnotes.
- Ensure proper reporting of finances to IRS, NY, CA and other state and local jurisdictions where HRC does business
- Consistently analyze financial data and prepare financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitor progress and changes and keep senior leadership abreast of the organization's financial status.
- Provide primary support to the annual budgeting and planning process; administer and review all financial plans and compare to actual results with a view to identify, explain, and correct variances as appropriate.
- With input from the DDAF and program directors, prepare budgets and budget modifications for funder contracts ensuring they meet funder and organizational requirements. Produce and monitor monthly contract spending reports and staff allocation worksheets with program managers and the Executive team.
- Support the DDAF in engaging the Board's finance committee around issues and trends in financial operating models and delivery.
- Oversee all financial, project/program and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period.
- Manage organizational cash flow forecasting by working in partnership with the management team; continuously collaborate with program directors to assess the financial efficacy of program operations and establish finance and administrative systems to support program operations.
- Leverage strengths of the current finance team, develop and facilitate learning opportunities in order to maximize and reach optimal individual and organizational goals.
- Provide leadership in strengthening internal communications with staff at all levels throughout the organization; create and promote a positive and supportive work environment grounded in a culture of learning.
- Support the Senior Accountant with the production of invoices, grant vouchers and funder financial reporting.
- Manage and track the performance of invested assets in keeping with policies and investment guidelines.

#### **QUALIFICATIONS**

- 7-10 years of experience in finance and accounting, including experience in a complex nonprofit with multiple programs.
- Bachelor's degree in accounting or equivalent experience, CPA preferred

- A proactive, hands-on strategic thinker who will own, in partnership with the DDAF, the responsibility for finance.
- Solid experience coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll, and accounting for investments
- A track record in grants management as it relates to compliance and reporting of government, corporate and foundation grants is essential
- Commitment to recruiting, mentoring, training, and retaining a diverse team; the foresight and ability to delegate accordingly
- Keen analytic, organizational and problem-solving skills which allow for strategic data interpretation versus simple reporting
- Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to senior management
- Ability and desire to translate complex financial concepts for individuals at all levels including finance and non-finance managers
- Strong computer skills, must be proficient with Excel and accounting systems (ideally Fund EZ)

**Harm Reduction Coalition is an equal opportunity employer.** People who currently use or have a history of substance use, sex workers, people of color, women, members of the LGBTQIA+ communities, and people living with HIV/AIDS and/or hepatitis C, or people who have experienced housing insecurity are strongly encouraged to apply.

**To apply, please e-mail a cover letter, resume and salary requirements to [resumes@harmreduction.org](mailto:resumes@harmreduction.org). Subject line should read: "Controller position – *last name*". The attachments should adhere to the following naming convention: "Lastname, Firstname\_Cover Letter." Only qualified applicants will be contacted for an interview. No phone calls or visits please.**

*Last edited: March 2019*