

Controller

Location: Silver Spring, MD
Supervisor: CFO

Overview of Position

The Foundation seeks a Financial Controller to work at its headquarters in Silver Spring, Maryland. Reporting to the Chief Financial Officer (CFO), the Controller will handle accounting and oversee the organization's financial activities, including assisting with the development of internal control policies, procedures, and financial planning in concert with the CFO. As a key member of the finance team, the Controller will manage and supervise all aspects of finance for an organization that conducts its own programs and works closely as the primary national charitable partner for marine sanctuaries and related programs worldwide. The Controller is one of three members of the Foundation's finance team, and she or he will partner with the CFO, senior leadership, and the human resources and grants management staff to enhance and integrate finance, grants management, HR, and IT functions.

Responsibilities

- Oversee the overall month-end closing process in collaboration with the Senior Accountant. Review and approve journal entries before posting to the G/L.
- Reconcile balance sheet, bank, and revenue/expense accounts.
- Prepare monthly and year-end cost allocations.
- Investigate and resolve accounting discrepancies as needed.
- Manage the preparation of month-end financial statements. Ensure account activity and reported results are reasonable and within expectations.
- Prepare financial comparisons of actual results against budget and prior year. Identify and explain variances in collaboration with department directors.
- Implement consistent accounting policies, practices, and procedures, upholding appropriate GAAP standards and regulatory requirements by remaining knowledgeable about existing and new accounting rules and standards.
- Oversee the development of procedures, reports, and documentation for accounting functions. Identify, recommend, and implement process improvements that increase the overall efficiency of the Finance team.

Reporting & Analysis

- Develop and prepare standardized reports and dashboards
- Prepare monthly reports comparing plans/budgets, actual financial results, and results for past comparable periods. Provide explanations for any identified variances.
- Analyze key account trends and performance drivers in collaboration with department heads. Compile and present key results to leadership to guide and inform effective decision-making.
- Prepare monthly, quarterly, and annual summary reports of grant activity.
- Prepare special analysis projects as requested to assist in the evaluation of proposed strategic initiatives and special projects.
- Communicate financial plans, forecasts, analysis results, reports, dashboards, and scorecards to leadership. Providing feedback and recommendations to management as appropriate.



Audit, Tax & Compliance

- Plan and organize the organization's participation in the annual audit and tax preparation in collaboration with CFO and Senior Accountant. Develop a schedule of activities and coordinate the collection of required reports, records, and other documentation.
- Maintain a sound working relationship with auditors. Provide regular communications with auditors regarding the status of open items and expedite the collection of materials when appropriate.
- Recommend, implement, and maintain effective business controls in collaboration with leadership.
- Establish and maintain a record retention policy in collaboration with the Senior Executive, Finance and Operations based on oversight requirements and applicable regulations. Educate the Finance team on controls and ensure financial materials are retained according to policy.
- Maintain the confidentiality of financial records. Ensure that all materials are properly secured according to department procedures.
- Evaluate the risk associated with company property and liability exposure. Assess insurance requirements and collaborate with firms to establish coverage plans and contracts to provide proper protection for the organization.

Financial Grants Management

- Develop and manage the implementation of grant budgeting templates, monitoring, and compliance systems.
- Ensure proper recording and management of contributions from grants and contracts.
- Review and approve sub-grants to other organizations.
- Review and work with Senior Accountant to calculate the monthly draws for the Federal Awards and prepare draws using ASAP website.

Perform other duties and complete special projects as assigned.

Qualifications

Candidates should have a Bachelor's degree in a relevant major and at least five years experience in accounting or a combination of coursework and experience, or extensive related experience.

We are looking for:

- An aptitude and eagerness for working in a fast-paced, dynamic environment.
- The ability to work collaboratively across multiple functions of the organization. We're looking for someone with strategic and operational financial experience who understands the needs of a scaling organization
- Demonstrated ability to recruit, lead, and develop high-performing teams
- Experience with advanced accounting systems and advanced knowledge of Excel
- Prior non-profit experience, including evaluating and implementing proper financial components
- Proactively review current procedures and make recommendations for improvements with consideration to the key stakeholders in the organization
- Prior experience with implementing operational and financial metrics and controls within a non-profit organization



- Proven knowledge of GAAP principles and compliance.
- Demonstrated commitment to high professional, ethical standards and a diverse workplace.
- Excellent computer skills and proficiency in Excel, Word, and Outlook. Intacct experience a big plus, but not required.
- Accuracy, attention to detail and excellent organization, required
- Excellent interpersonal skills and a collaborative work style, comfortable working as part of a small, hard-working team.
- Excellent communication skills both verbal and written
- BS/BA in Accounting or Finance; Strongly preferred CPA
- 5+ years in an accounting role with proven experience in a non-profit organization
- Enjoys challenging, fast-paced organizations dedicated to an idealistic mission.

Why you will love us

The National Marine Sanctuary Foundation ("Foundation") is a leading voice for U.S. protected waters, working with communities to conserve and expand those special places for a healthy ocean, coasts, and Great Lakes. We increase awareness of, and support for, national marine sanctuaries and marine national monuments and their vital role in ensuring a healthy ocean. The Foundation works in close partnership with the National Oceanic and Atmospheric Administration (NOAA) to increase stewardship of our ocean and Great Lakes through on-the- water conservation projects, and education and public outreach activities, and by support for research. Together, we safeguard species and the places they call home, and support coastal communities and economies. To learn more visit:

www.marinesanctuary.org

- Dedicated and passionate staff committed to marine and Great Lakes conservation, and a fun group who takes its work more seriously than we take ourselves.
- Generous leave policy
- Health Benefits: medical, dental, and vision
- Foundation paid disability and life Insurance
- Monthly cell phone reimbursement
- Transportation Benefits
- Retirement: 403(B) with 3% employer contribution after one year of service. No match required, 100% vested.

Compensation and Benefits: Salary range commensurate with experience. The Foundation offers a competitive benefits package.

Location: Washington D.C. based (Silver Springs HQ office location), with an ability to work remotely as needed.

Start Date: As soon as possible

[Apply Here](#)- Applications received before January 10, 2021 will be preferred.

The Foundation is an equal opportunity employer and actively works to ensure fair and equal treatment of its employees.