

## **Job Description Controller Summer 2021**

### **WHO WE ARE**

Third Sector is a 501(c)3 nonprofit organization with a mission to transform public systems to advance improved and equitable outcomes for people that engage with human services. We partner with governments, service providers, and their partners to generate positive, measurable outcomes for people they serve using public funding and data. We work alongside communities to help build a future that includes improved educational opportunity, economic mobility, housing stability, and physical and mental health. When our work is complete, organizations entrusted to use public and private funds will have the systems, tools, and data to do more and do better for our communities.

Since 2011, we have worked with more than 40 communities and transitioned over \$1 billion in public funding to social programs that measurably improve lives. Our team of more than 50 employees is united by our mission and our individual and collective commitments toward dismantling systemic racism in the United States.

### **THE ROLE**

We are looking for a driven, entrepreneurial, and equity-focused professional who is deeply passionate about working with government to create a more equitable and prosperous society where everyone can thrive. Your primary responsibility will be to assist in the development of Third Sector's long term financial operational strategy that will provide stability, sustainability and fiscal accountability. As Controller you will lead the daily financial activities of the organization and provide support to the Managing Director of Finance and Operations. You will collaborate with staff throughout the organization at all levels as well as external partners. You will also be responsible for leading and managing a team including a Senior and Staff Accountant.

### **YOUR EXPERIENCE**

8-10 years of professional experience

Experience in a Director of Finance and/or Controller role in a similar organization preferred

The Controller is responsible for supporting the advancement of Third Sector's financial management activities, including:

#### Financial Management & Accounting:

- Assisting and supporting the MD of Finance and Operations with important financial decisions and development of long range fiscal strategic plans to ensure fiscal sustainability
- Monitor the organization's financial activities, and suggest ways to maximize revenue and effectively manage expenditures
- Provide management and oversight of all accounting operational functions; assess current accounting operations for improvement and implementation of new processes
- Manage the organizational budget process
- Evaluate the effectiveness of accounting software and other supporting databases, making recommendations for improvements
- Manage, train and oversee accounting staff; lead the development of staff to strengthen financial operations
- Build and maintain relationships with leadership and other stakeholders to ensure understanding of the organization's financial activities

#### Reporting:

- Responsible for the accumulation and consolidation of all financial data necessary to provide an accurate accounting of business operations
- Provide financial reports, financial forecasts and other statements to understand the financial status of the organization
- Coordinate and prepare internal and external financial statements
- Support teams with financial reports and analyses of their individual projects

#### Compliance:

- Coordinate activities of external auditors and assist in the preparation of the annual audit
- Develop and monitor business performance metrics
- Oversee local, state, and federal reporting requirements and tax filings
- Ensure compliance with accounting standards and systems of internal control, making recommendations for improvements where necessary

The Controller reports to the Managing Director, Finance and Operations. They will be responsible for the smooth operation of the Finance team and supervising staff member(s).

### **YOUR SKILLS AND COMPETENCIES**

Our work is analytical, collaborative, and challenging. Successful candidates are creative team players who effectively collaborate with others to produce high quality outcomes, are committed to their own learning and growth, and possess the following skills and competencies:

**Technical Skills:** Strong financial background and the ability to relate that background to the work outcomes as well as provide technical expertise to staff and outside collaborators. Strong Excel skills; experience with Paylocity and/or Salesforce is preferred.

**Written and Verbal Communication:** Strong written and verbal communication skills with an ability to present financial information in an understandable format to a variety of stakeholders.

**Leadership and Staff Development:** Collaborate and/or lead staff of all levels on multiple projects and initiatives while managing own workflow and designated work streams independently. Provide professional development and growth opportunities for staff members.

**Creativity, Initiative, and Thought Leadership:** Exhibit strong problem-solving skills and proactively contribute to identifying ways to identify sound fiscal practices.

**Active Listening and Commitment to Equity:** An ability to listen with an open mind, develop trusting relationships with colleagues and possess a deep commitment to advancing racial equity personally and through our project work.

**Learning Mindset:** A desire for continuous improvement and a foundation of self-awareness that provides space for learning and growth for you and your colleagues.

## HOW WE RECRUIT GREAT TEAM MEMBERS

We use scenario-based exercises throughout our recruitment process to expose you to our work and to evaluate your potential to contribute to our team. Our recruitment process stages are outlined below:

1. Resume/CV submitted for initial screening (see instructions below)
2. First round interview with the MD of Finance and Operations to understand your interest in the position and to assess your knowledge, skills and abilities
3. Second round interview with our Finance and Operations teams to assess your critical thinking, analytical, communication skills, and review of performance task
4. Professional references requested
5. Third round interview with a member of our Executive Team to understand what lived experiences and skills you will bring to Third Sector
6. Offer issued

Note: About midway through the interview process, all candidates will be connected to a Third Sector team member and you will be given the opportunity to ask them any questions you have about their experience working here, their work on internal and client projects, how they've experienced our equity journey, etc. *This conversation will not be used to evaluate candidates in any way.* This conversation is meant to serve as an open and honest opportunity for candidates to learn more about our culture and work environment before progressing to the final stages of the interview process.



We are committed to transparency throughout this process. We understand that interviewing can be stressful and aim to minimize that stress and uncertainty. To give you a sense of timing, steps two through six above typically take four to five weeks.

This is a full-time position. The FLSA status for this position is exempt with a salary range of \$98,500 to \$122,500. Starting salary is determined by experience level within this range and location. Third Sector also provides competitive benefits including medical, dental, and vision benefits, life insurance, a 401K plan with a 4% match, technology stipend and technology support services and more.

The intended start date for this position is as soon as possible.

We welcome applicants from anywhere in the continental United States. During the coronavirus pandemic, Third Sector staff are all currently working from home until September 2021. We currently have offices in Boston and San Francisco but living in or being willing to relocate to Boston or San Francisco is not required for this position.

Candidates will be reviewed on a rolling basis. This search is being managed by Larnell Vickers Enterprises. Interested candidates should submit a resume/CV to [recruitment@larnellvickers.com](mailto:recruitment@larnellvickers.com) to apply.