



610 S. Ardmore Avenue, Los Angeles, CA 90005, Tel: (213) 385-2977, Fax: (213) 385-9089, Website: www.publiccounsel.org

JOB ANNOUNCEMENT

CONTROLLER

ORGANIZATIONAL BACKGROUND

Public Counsel is the largest *pro bono* public interest law firm in the country. Founded in 1970, it is dedicated to advancing equal justice under law and addressing economic, racial, and other inequities by delivering free legal and social services to the most vulnerable members of our community. Public Counsel operates eight legal projects: Children's Rights, Community Development, Consumer Rights, Homelessness Prevention, Immigrants' Rights, Veterans' Rights, the Audrey Irmis Project for Women & Girls' Rights, and our impact litigation project, Opportunity Under Law. Public Counsel has a full-time staff of over 130. We seek to have a racially inclusive staff.

JOB SUMMARY

Now in its 49th year of operations, Public Counsel seeks a mission-driven Controller with previous nonprofit accounting experience. Reporting to the Vice President, Finance/Chief Financial Officer, the Controller will manage the day-to-day finance operations of a \$16 million budget. The Controller will join the five-member Finance Team in planning, budgeting, accounting and reporting on a diversified funding stream, including donations, private grants, government contracts, attorney fees, and investments.

ESSENTIAL JOB SKILLS AND RESPONSIBILITIES

- Manage all aspects of financial and reporting activities, including program and grants accounting, government filings, taxes, Form 990s, and investment accounting.
- Oversee accounts and ledgers ensuring compliance with appropriate GAAP standards and regulatory requirements.
- Analyze and reconcile general ledger accounts; manage month-end and year-end closings.
- Produce monthly financial statements and reports.
- Prepare cash flow forecasts, financial analyses, and projections.
- Coordinate audit activity, including the organization of information, audit schedules, and statements.
- Assist management in the budget process; review all financial plans compared to actual results to identify and explain variances.
- Generate budget vs. actual reports by program for the directors.
- Maintain a documented system of accounting policies and procedures.
- Facilitate cross training and creation of standard work.
- Assist in implementing and documenting an internal control system that continuously monitors critical areas of financial control, identifies problems, and makes corrections.
- Special projects and additional duties as assigned.

QUALIFICATIONS

- Bachelor's Degree in accounting, finance, business administration, or equivalent combination of education, training, and experience.
- Minimum 5 years of nonprofit finance experience in a senior accounting or financial management role with an organization having a budget of at least \$10 million.
- Exceptional knowledge of finance, accounting, budgeting, and GAAP.
- Excellent computer skills in accounting software and Microsoft Office Suite.
- Financial Edge experience highly preferred.
- Analytical ability to develop and implement improvements and recommendations.
- Excellent written and verbal communication skills.
- Strong interpersonal competencies to work well with a diversity of people.
- Self-motivated and self-directed.
- Must have the highest integrity and exceptional ethics.

START DATE AND COMPENSATION

This position is available immediately and is a full-time, exempt position. Salary is commensurate with abilities and experience. Excellent benefits.

APPLICATION DEADLINE

Continuous until position is filled.

TO APPLY

Please send a cover letter and resume to: financejob@publiccounsel.org

No phone calls please.

Public Counsel is an Equal Opportunity Employer

All qualified applicants shall receive consideration for employment without regard to race, color, religion, national origin, ethnic group identification, ancestry, sex, age, marital status, political affiliation, condition of physical or mental disability, gender identity or sexual orientation, in accordance with requirements of Federal and State laws.

All qualified applicants with criminal histories will be considered in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.