



Comptroller

- Full-time, exempt position, reporting to the President & CEO
- Salary range is \$70,000 to \$75,000, commensurate with qualifications and experience
- Position is based in Redding, CA. The company does not pay relocation expenses
- Company is work-from-home optional on Mondays and Fridays
- To apply, send a cover letter and resume to employment@norcalunitedway.org

The Mission and the Opportunity

United Way of Northern California (UWNC) is one of 1,100 local United Ways in the United States. Its mission is to fight for the education, health, and financial stability of all residents in our region, and to be there in times of crisis. UWNC operates in a nine-county region and has served tens of thousands of residents through its 211 NorCal social services helpline; disaster response, relief, and recovery; financial stability programs, and grant-making to other non-profits. The agency's work is guided by a commitment to diversity and equity. UWNC has grown rapidly over the past seven years – from around \$700,000 annual revenue to more than \$5 million – and now needs a skilled Comptroller with formal accounting training and background to manage its finances.

Position Overview

The Comptroller is responsible for ensuring that UWNC remains in good financial standing and that the organization is running smoothly from a financial perspective. Among other things, this means building financial strategies for the agency; ensuring there are controls in place to keep the business in good fiscal health; guiding the creation of an annual budget and monitoring budget performance; conducting internal audits as needed to ensure the agency is in compliance with relevant laws and business practices; and making sure each employee involved in accounting performs to those standards.

Key Functions

- Manage the agency's financial transactions
- Prepare financial reports for both internal and external use
- With oversight from and collaboration with the CEO, design and manage the agency's annual budget process
- Evaluate and manage financial risk
- Provide operational and strategic financial advice to the CEO, senior management, and the Board of Directors
- Manage the agency's response to the annual audit or any other external financial review

- Serve as Department Head for the Finance Department. Supervise its employees
- Serve as Staff Liaison to the Board's Finance & Administration Committee
- Keep up-to-date on financial markets and news
- Pitch in as needed during community disasters or crises
- Represent the agency and/or its CEO at community events as needed
- Other duties as assigned

Required Skills and Competencies

- Exceptional numerical ability
- Strong organizational and project management skills
- Strong critical thinking skills
- Attention to detail
- Resilient; able to maintain poise and focus in an ever-changing environment
- Ethical; holds self and others responsible and accountable for operating with a high level of integrity
- Good communicator; can translate finance-speak into language that is actionable
- Collaborator; seeks and enables win-win relationships with colleagues; curious about the work done throughout the agency; interprets and leverages financial information in a way that helps the agency achieve its mission and goals
- Shares UWNC's passion and commitment to diversity, equity, and inclusion. Works effectively with people from all cultural and economic backgrounds and beliefs

Desired Qualifications

- Minimum Associate's degree in business or accounting; Bachelor's degree preferred
- Minimum five years of accounting experience
- Minimum two years of supervisory experience
- Experience in non-profits preferred, either as a staff member or volunteer
- Proficient in the use of Microsoft Office Suite products including Word, Outlook, and PowerPoint.
- Proficient in the use of spreadsheet and financial analysis software
- Bilingual/multilingual a plus
- Must be able to work comfortably on a keyboard through an eight-hour shift

UWNC benefits include paid holidays; paid vacation and sick time; group medical, dental, and vision plans; 401k; company-paid life insurance, and others.

Job offers are contingent upon submission to background checks, including criminal background and DMV screening.

All employees at UWNC are required to have been vaccinated against the COVID virus.

Commitment to Diversity and Anti-Racism

United Way of Northern California is strongly and deeply committed to principles of diversity, equity, inclusion, and anti-racism. We provide equal employment opportunities to all applicants without regard to race, ethnicity, religion, creed, color, nationality, gender, gender identity, genetic information, sexual orientation, age, ancestry, physical or mental disability, medical condition, and marital status. We do not tolerate discrimination or harassment in any form.

We strive to ensure that our staff and our volunteers – including volunteer leadership on our Board of Directors and its committees – reflect the diversity of the communities we serve.

Our policy is to treat all with dignity and respect, including – but not limited to – staff, volunteers, clients and prospective clients, colleagues at other non-profits, donors, employees of government agencies and businesses, people attending our events, and members of the public in general.

In doing our work, we fight for the health, education, and financial stability of *all* residents in our region – not just those representing certain groups.

Please contact us at employment@norcalunitedway.org if you have questions, or suggestions or believe we are not living up to this commitment.

03/09/23