**JOB TITLE:** Assistant Controller

Community Initiatives is an Oakland-based nonprofit service organization providing more than 100 different nonprofit projects with fiscal sponsorship services including tax-exemption, accounting and financial oversight, risk management and insurance, legal compliance, grants management, and human resource services. Our fiscally sponsored projects (FSPs) represent all nonprofit sectors—arts and culture, education, environment, health, human services, and public affairs. While the majority of our projects are in the San Francisco Bay Area, several operate in other states.

**SUMMARY**

The Assistant Controller position is a hands-on growth position responsible for the accurate and timely provision of accounting services to support and enhance the Community Initiative’s clients. The Assistant Controller will supervise four Project Accountants, and Accounts Payable Accountant and have a working relationship with the Client Services Team and the various projects sponsored by Community Initiatives. Reports to the Controller.

**KEY RESPONSIBILITIES INCLUDE:**

- Knowledge and ability to train staff in all accounting positions including accounts payable, payroll, general ledger
- Responsible for the monthly close of the general ledger for the Community Initiatives Admin Fund and all FSP Funds. Recommend and drive process improvements to ensure financial close timeliness and accuracy.
- Responsible for the accounting for all donation receipts generated from various online donation platforms.
- Responsible for the accounting of all check and wire receipts.
- Prepare or supervise the preparation of general journal entries including, but not limited to the semi-monthly payroll and benefits journals.
- CI in-house expert in Intacct, especially with respect to creation of new Intacct reports
- Prepare template and coordinate annual budget process for all FSPs
- Prepare credit card payment journal entries
- Prepare monthly bank reconciliations and payroll/benefits JEs
- Assist Controller in preparation of all subledger reconciliations
- Assist Controller in preparation for the annual audit
- Assist Controller in preparation for the annual Form 990
- Assist CFO in preparation of monthly and periodic board and board committee reports
- Perform all compliance related work: state, local, property (including filings for property tax exemptions, sales & use tax
- Research unusual accounting items, and recommends process improvements
- Special Assignments as needed
- Supervise Project Accountants who manage dashboards and financial statements for our 100+ FSPs
QUALIFICATIONS:

- Requires a minimum of 4 years finance and accounting experience, Non-profit and/or Public Accounting experience a plus
- A Bachelor’s degree in Accounting or Business with an Accounting or Finance concentration is desirable
- 1-2 years supervisory experience preferred
- Has knowledge of commonly used concepts, practices, and procedure within the nonprofit finance field
- Government grant reporting/accounting a plus
- Must be proficient in Microsoft Excel and skilled in using other Microsoft applications (e.g. Word and Outlook)
- Experience with enterprise accounting software; experience with Intacct and Bill.com a plus
- The candidate will also have excellent oral and written communication skills and attention to detail is a must
- Demonstrated ability to work collaboratively in a team-oriented environment and exceptional client service skills are required
- The ideal employee will be a self-starter with the skills to work independently with minimal supervision, and have the ability to manage multiple projects and deadlines simultaneously
- The individual must also be positive, dedicated to nonprofit service, and comfortable with change
- CPA a plus
- COVID vaccination or regular testing may be required

Working for Community Initiatives:
CI offers a comprehensive benefits package including:
- Fully paid medical, dental and vision
- 401k and 3% employer match
- Basic life insurance, AD&D, STD & LTD
- 4 weeks of paid vacation
- 12 days of paid sick leave
- 11 paid holidays
- 4 floating holidays

Application Instructions:
Interested candidates should submit a cover letter with salary requirements and resume to jobs@communityin.org

Equal Employment Opportunity:
Community Initiatives is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to age, race, color, religion, creed, sex, sexual orientation, gender identity or expression, national origin, marital status, disability or protected veteran status, or any other status or characteristic protected by federal, state, or local law.