

**Title:** Controller / Operations Manager

**Location:** Los Angeles with staff currently working remotely

**Status:** Full-Time, Exempt

A diverse, woman-owned small business that consults with public agencies, non-profits, philanthropies, and businesses to help create thriving, healthy, vibrant communities. The 18-person professional services firm, headquartered in Los Angeles, and its 9-person sister organization comprise a team of smart-working, mission-driven staff who specialize in managing multi-stakeholder processes to address complex public policy, urban planning, and social equity issues.

## Position Description

Under direction of the President and CEO, the Controller / Operations Manager will oversee and perform both accounting and operational functions within a 3.5-FTE operations team. Priorities include oversight of the timely production of accounting and operational data as well as the effective management, training, mentoring and career growth of accounting personnel and project-support administrators. Importantly, this person will work in concert with the management team, providing the financial leadership necessary to pave the way toward strategic growth.

Primary Responsibilities:

### ***Managing the accounting, office management and administrative functions***

- Oversee day-to-day accounting operations, including the timely preparation of monthly financial statements, general ledger account analysis, account reconciliations, payroll, maintaining accounting filing systems, and other duties as required to ensure the smooth operation of the firm's financial reporting and accounting functions.
- Ensure that accounting policies, procedures and controls are executed and documented.
- Facilitate the efficient tracking of company credit card expenditures and employee reimbursement requests.
- Prepare cash flow projections, ultimately developing a system to build cash reserves.
- Provide financial education through a combination of one-on-one training of accounting staff and educational development of non-accounting staff.
- Mitigate risk including procuring all insurance policies and overseeing implementation of the office safety policy.
- Comply with corporate governance, including IRS, FTB and Secretary of State Compliance.
- Oversee the preparation of required lobbying and financial interest disclosure (Form 700) reports.
- Business licenses and business certifications.

### ***Advising senior management***

- Serve as a trusted advisor to the executive and project management teams to help ensure sound financial decisions and keep the company's financial reporting performance on track.
- Develop annual budgets and analyze variances.
- Input on strategic expansion initiatives.
- Perform analyses for effective tax planning and for future growth.
- Provide monthly performance data for use in populating an analytics dashboard.
- Establish productive relationships with the company's bankers, CPA, other outside advisors and vendors, and provide the financial data that they require.

### ***Contracts and invoicing***

- Oversee the preparation of client invoices, contracts, subcontracts, amendments, renewals, and reports.
- Ensure the adequacy of related financial files.
- Ensure contract compliance (insurance requirements, company policies, IT security).
- Assist project managers in preparing fee proposals and establishing and tracking adherence to project budgets.

## **Human Resources**

- Oversee submission of payroll through Paychex.
- Oversee administration of employee records and payroll practices, benefits and their reporting including 401(k) and PTO.
- Oversee offers/promotions/separations, onboard and support new employees, process reimbursement requests, comply with government requirements regarding employment and compensation.

## **Qualifications**

Bachelor's degree in Accounting, Business Administration or related field. Minimum seven years full-charge experience, most in a professional service firm of roughly similar size. Knowledge of and experience with QuickBooks (Online or Desktop). Knowledge of job cost accounting preferred.

Thorough knowledge of and hands-on experience with each of the accounting functions (i.e., general ledger, receivables, payables, payroll). Demonstrated success running an accounting department and supervising staff, acting as a financial advisor to management, and recommending financial direction.

## **Skills and Traits**

- History of exercising rigorous management discipline and accounting controls
- Ability to balance and prioritize a broad scope of activities
- Detail-oriented
- Exhibits highest degree of integrity
- Collaborative with strong management, leadership and mentoring skills
- Strong problem solving, organizational and analytical skills
- Excellent verbal and written communication skills
- Mastery of Excel and proficiency in MS Word

## **Compensation and Benefits**

Salary DOE. Benefits package includes Kaiser HMO/PPO health, dental, vision, flexible spending, life, and long-term disability insurance, 401(k), paid holidays and annual leave. We also offer a partial cell phone reimbursement and annual professional development allowance.

The firm is an equal-opportunity employer, and qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or any other characteristic protected by law.

## **Resume Submission Requirements**

If this sounds like your perfect opportunity, we would like to hear from you. Qualified applicants please:

1. Email your resume and a brief cover letter to [recruiting@StrogoffConsulting.com](mailto:recruiting@StrogoffConsulting.com) that explains why your background and personality traits are particularly appropriate for this position. Generic cover letters not specific to this position's responsibilities and requirements will not be considered.
2. For the subject line in your email, please use the job title followed, in parentheses, by the job board on which you found the posting. For example: "Controller/Operations Manager (Indeed.com)".
3. Ensure before submission that you have three business references who are willing to participate in a brief interview because mere verifications of employment will not be considered references.