

AQUARIUM OF THE BAY / BAY.ORG: Controller

REPORTS TO: President & CEO

Bay.org, an equal opportunity, 501(c)(3) nonprofit organization - encompassing Aquarium of the Bay, The Bay Institute, Bay Model Alliance, the Bay Academy, Studio Aqua and Sea Lion Center - with a shared mission: **To protect, restore and inspire conservation of San Francisco Bay and its watershed, from the Sierra to the sea.**

Your primary duties as Controller are, this a full-time, exempt position with competitive benefits. This position is responsible for all financial and fiscal management aspect of company operations. Provide leadership and coordination of the business planning, accounting, fixed assets, reporting, payroll & benefits, and budgeting functions of the organization.

RESPONSIBILITIES

- The responsibilities of this role include but is not limited to the following:
- Responsible for all financial reporting and accounting.
- Prepare financial statements and supporting schedules.
- Adhere to policies, procedures, and internal control measures to safeguard assets and prevent fraud.
- Oversee month-end closings, balance sheet reconciliation and ensure all accounts are properly reconciled.
- Manage banking and other financial institution relationships.
- Supervise bank accounts, cash flow analysis and all bank reconciliations.
- Review and analyze various insurance policies and payments including deferrals & accruals.
- Review payroll and payroll reports processed through UKG (currently UltiPro) and by Payroll Manager.
- Prepare annual budgets, periodic forecasting, and budget variance analysis reports.
- Oversee management and tracking of restricted grants and donation financials and spending, and assist with grant proposal budget preparations, as necessary.
- Prepare year-end reconciliations and interface with the auditors during annual financial audit.

- Prepare proformas and other financial reports regarding future investment/revenue opportunities, including international projects/contracts.
- Review leases and other related documents with financial implications.
- Work on special projects and/or ad hoc analysis.
- Other duties

REQUIRED KNOWLEDGE & SKILLS

- Knowledge of all aspects of financial reporting, cash management and supervision of accounting staff
- Ability to interface with management in areas of financial reporting, policies and procedures
- Thorough knowledge of GAAP
- Strong interpersonal skills, an ability to work well with a wide variety of people in a team setting
- Excellent communication, writing, inter-personal, and presentation skills
- Strong affinity for conservation and environmental issues
- Proven effective and efficient project management skills
- Strong analytic and quantitative skills in conjunction with accounting background
- Ability to manage ongoing PPP loans, PPP Forgiveness Applications, and SBA EIDL
- Complete ongoing banking transition projects
- Coordination of upcoming audit with audit firm
- Awareness of expenditures in ratio to sales in a key component to assuring a profitable venue
- Establish a strong working relationship with the President & CEO and other management staff
- Language skills, ability to read and interpret documents such as safety rules, operating and maintenance instructions, leases, insurance documents, and procedure manuals. Ability to write reports and correspondence. Ability to prepare and present financial reports. Ability to speak effectively before groups or individuals.

HOURS & COMPENSATION

This is a full-time exempt position. Holidays, vacation, and sick pay information is included in our employee handbook.

EDUCATION AND EXPERIENCE

- Bachelor's Degree or equivalent experience in accounting
- 10 years of senior accounting and management experience
- CPA preferred
- Technical skills and experience in financial reporting and consolidation and non-profit accounting
- Board reporting skills
- Knowledge of Sage Intacct accounting software and Sage Fixed Assets preferred
- Knowledge of UKG (formerly UltiPro) payroll software preferred
- Knowledge of Microsoft Office: Word, Excel, Outlook and more
- Knowledge of GAAP – Generally Accepted Accounting Principles

Job Type: Full-time

Pay: \$100,000.00 - \$125,000.00 per year