
EMPLOYMENT OPPORTUNITY

Controller

Safety Center Incorporated is a non-profit organization founded in 1934 whose mission is to reduce injuries and save lives by empowering our community to make positive life changing decisions. We accomplish this mission by promoting lifelong safety and health through a variety of community and professional programs.

Safety Center has an immediate opening for a full-time Controller. The Controller is an essential member of the administration team partnering with senior management in strategic decision making and operations as Safety Center continues to enhance its quality programming, build capacity, and expand our impact.

Goals and Objectives of the Position:

- Participate with President/CEO in formulating an annual budget and monthly financial reports in alignment with Safety Center strategic goals
- Motivate team and build proficiency and commitment to the organization
- Create positive experiences and promote long-term loyalty by connecting clients with appropriate solutions

Specific Responsibilities of the Position:

- **Accounting** - Leads all day-to-day finance operations. Supervises a team of three accounting staff including functional responsibility over accounting, accounts payable, and accounts receivables. Provides timely, accurate and complete financial information for the President /CEO, senior management and Board of Directors. Ensures that internal and external safeguards and written policies are in place to protect Safety Center assets. Implements appropriate generally accepted accounting principles for nonprofit organizations including documentation to meet standards for the Internal Revenue Service, other regulatory bodies and the public. Ensures that Safety Center has accounting systems and procedures in place to support effective program implementation and flawless audits.
- **Payroll/Benefits** – Supervise Payroll & Benefits program staff to ensure timely administration of semimonthly payroll and benefits plans.
- **Development** –Build on strengths by acquiring skills and knowledge to fulfill the roles and responsibilities required of the job position. Provide constructive ongoing feedback to enhance the overall performance of the department and to maintain high standards in program delivery.
- Other duties as required to meet the needs of our clients, our employees and Safety Center as a whole.

Desired Skills and Experience:

- Bachelor's degree in Accounting, Finance or closely related area.
- Five (5) years accounting experience, with demonstrated experience in association and/or non-profit accounting.
- Proficiency in computerized accounting, spreadsheet, database, and word processing software. Microsoft Dynamics GP software experience preferred. Knowledge of robust financial management software required.
- Strong interpersonal communication skills, both oral and written, are required in order to effectively interface with staff in a professional manner.
- Ability to manage multiple projects under deadlines, balancing accuracy and attention to detail with frequent deadlines and time limitations.

Please forward your resume with salary requirements to ann@safetycenter.org or fax to (916)366-1135