



TACOMA  
**COMMUNITYHOUSE**  
EDUCATION EMPLOYMENT IMMIGRATION ADVOCACY  
SINCE 1910

<b>POSITION TITLE:</b>	Controller	<b>REPORTS TO:</b>	Executive Director
<b>EMPLOYMENT TYPE:</b>	Full-Time Exempt	<b>SALARY RANGE:</b>	\$65,000-\$80,000
<b>SCHEDULE:</b>	Typically M-F, 8a-5p	<b>APPLICATION DEADLINE:</b>	Open Until Filled

**JOB SUMMARY:**

Tacoma Community House is a nationally respected, community-based service center for immigrants, refugees, and members of the South Sound community seeking enrichment and pathways to self-sufficiency. Since 1910, we have helped countless individuals gain the skills they need to transition out of poverty, navigate a new culture, and find personal and professional success.

The Finance Department supports a budget of over \$5 million, allocated across several programs, with approximately 55 agency staff members. The Controller has functional responsibility for all accounting operations, including accounts payable, accounts receivable, payroll and contract/grants administration. Responsibilities also include: management of the general ledger on an ongoing basis; production of financial reports and presentation to various stakeholders; proper maintenance of accounting records; accurate processing of financial transactions; and administration of a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of Tacoma Community House's reported financial results, and ensure that reported results comply with Generally Accepted Accounting Principles (GAAP), adhere to grants management standards, and result in flawless audits. The Controller supervises the accounting and human resource staff functions in finance, benefits administration, and other related functions. This position has three direct reports.

**TRANSACTIONAL RESPONSIBILITIES:**

- Ensure that all financial transactions are processed accurately, in a timely manner, and in accordance with GAAP
- Ensure that the general ledger and resulting reports are accurate and complete on an ongoing basis
- Develop, implement, and maintain processes and controls that are current best practices related to transaction processing
- Perform month-end closing procedures, including overhead allocations, account reconciliations, and updating schedules
- Manage, oversee, process (as appropriate), and act as backup for all the following transactions: payroll, accounts payable, revenue and expense, fixed assets, cash, bank reconciliations, and allocations
- Maintain an orderly accounting filing system for computerized and paper records

**REPORTING RESPONSIBILITIES:**

- Issue timely, accurate, and complete financial statements for all levels, including Board of Directors, leadership and management
- Coordinate the preparation of the draft audited financial statements and tax returns
- Coordinate the preparation of financial information in the annual report
- Recommend and report on benchmarks against which to measure organizational performance
- Calculate and issue financial and operating metrics
- Produce cash flow reports, annual budget and forecasts
- Calculate variances from the budget and report significant issues to management
- Provide financial analyses and models as needed, in particular for New Market Tax Credit Program Qualified Active Low-Income Community Business (QALICB) requirements

**COMPLIANCE RESPONSIBILITIES:**

- Prepare and assist with the developing audit schedules for the annual audit
- Suggest improvements in processes to increase organizational effectiveness
- Prepare 990 information for the annual tax return
- Oversee quarterly tax payments
- Oversee state registration filings

**MANAGEMENT RESPONSIBILITIES:**

- Provide leadership and training to accounting staff and managers in the organization
- Prepare and analyze accurate monthly financial and management reports, including income statement, balance sheet, budget and variance, projections and forecast, and cash flow
- Prepare annual budget
- Maintain system of accounts and keep books and records on all transactions and assets
- Maintain control of the following areas: general ledger, accounts payable/receivable, expense reports, billing and payroll
- Provide useful financial insights to help make better decisions about formulating and executing strategy, and provide guidance and analysis to executive and operational management to improve results
- Provide oversight for payroll functions to ensure delivery of flawless payments
- Assist in the management of grants reporting, compliance, and reconciliation
- Prepare a variety of ad hoc financial scenarios as requested
- Other duties as assigned

**REQUIREMENTS:**

## Education:

- Bachelor's degree in accounting/finance or business administration
- Knowledge of federal, state, and local grant reporting requirements
- Knowledge of private fund development financial requirements
- Knowledge and experience with nonprofit organization management

## Experience &amp; Skills:

- Minimum of 3 years of finance and accounting experience, including

- general ledger maintenance, reconciliations, and adjustments
- finance team management
- audit preparation and federal, state and local tax filings
- analysis (including gathering, evaluating, presenting, and reporting financial information to management and external stakeholders)
- Proven experience with accounting software and Microsoft office products; Advanced Excel skills
- Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds
- Exceptional verbal and written communications skills and the ability to flex communication style to multiple cultural environments with experience considering the impacts of the work on multiple communities, including communities of color, in technical analysis with a race and equity lens
- Excellent time management skills with the ability to perform multiple tasks and meet critical deadlines while maintaining accuracy and quality
- Proven ability to make complex and time-sensitive decisions in the best interests of the organization
- Solid experience in coordinating audit activities

Personal:

- Demonstrated ability to establish rapport with diverse groups of people across the community, including with staff, participants, donors, board members, trustees, volunteers and others
- Commitment to inclusivity and equity, as a goal and an approach
- Affinity for and ability to establish rapport with diverse groups of people who use different communication styles
- Proactive, hands-on manager who will own responsibility for the Finance Department
- Strategic thinker who possesses solid business acumen and is able to organize and manage multiple priorities
- Dedication to maintaining confidentiality and the ability to determine how it must be applied
- Desire to innovate and implement ideas resourcefully, as an individual contributor and within the team
- Willingness to admit mistakes and learn new things
- Ability to work well under pressure, to rapidly assess problems, to develop solutions, and to deploy limited resources effectively
- Ability to occasionally work a flexible schedule that may include evenings and/or weekends

**PREFERRED QUALIFICATIONS**

- Knowledge and experience with NetSuite accounting software
- Experience migrating to new ERP systems

**ADDITIONAL REQUIREMENTS**

- Willingness to submit a background check and openly discuss

**PHYSICAL REQUIREMENTS & WORK CONDITIONS**

While performing the duties of this job, the employee is regularly required to:

- Remain in a stationary position for extended periods of time

- Operate a computer and other office equipment, such as copy machine or calculator
- Traverse around the building from one room to another
- Access files and/or supplies in cabinets and/or drawers close to the ground
- Communicate with coworkers and with clients whose primary language may not be English
- Review electronic and physical data for accuracy

While performing the duties of this job, the employee may occasionally be required to:

- Transport up to 20 pounds at a time
- Access files and/or supplies in tall cabinets
- Use metal fasteners in file folders

This position works indoors, primarily in an office environment with a low level of noise but occasionally in a classroom or lobby setting with higher noise levels. There may be opportunities for this position to work remotely on occasion and/or to work a flexible schedule, with supervisor approval and depending on the needs of the department.

## **APPLICATION PROCESS**

Please e-mail a Cover Letter that specifically addresses how your background makes you the best fit for this position, your Resume, and three (3) Professional References to [Jobs@TacomaCommunityHouse.org](mailto:Jobs@TacomaCommunityHouse.org).

***Individuals with personal, shared, or lived experience as an immigrant, refugee, or homeless young adult are strongly encouraged to apply.***

## **WHY WORK AT TACOMA COMMUNITY HOUSE?**

Your paycheck is only part of your total compensation package. Employees also have access to a benefits package worth about 25% of your salary.

Compensation – \$65,000 - \$80,000/year depending on qualifications.

Insurance – We offer a comprehensive health care benefits package including medical, dental, and basic life insurance.

Retirement – Tacoma Community House employees may participate in a 403b plan which includes generous support from the Agency after 1 year of service.

Paid Leave – Leave benefits include 24 days of paid time off in the first year and 12 paid holidays.

Hybrid Work- After six months of employment, employees are eligible for up to two work-from-home days per week.

## **We Are a Welcoming Workplace**

Inclusion and empowerment are an integral part of who we are – our history, our culture, our identity. These values lead us in our operations as we strive to build and nurture a workforce that reflects the communities we serve and connects to each other in our dedication to equity and social justice.

## **Tacoma Community House is an Equal Opportunity Employer**

In our relationships with staff, our participants, and our community, Tacoma Community House does not discriminate on the basis of race, color, sex, religion, creed, age, national origin, marital or military status, sexual

orientation, gender identity, the presence or perception of any sensory, mental, or physical disability, genetic information, or any other status or characteristic protected by local, state or federal law. Applicants in need of accommodation are encouraged to call (253) 383-3951.