



CONTROLLER

About Us

Front and Centered imagines a future full of possibilities, and one that is rooted in the rise of frontline communities for climate justice. Born nine years ago as a collective of visionary Black Brown Indigenous and People of Color community leaders, we have emerged as the leading statewide coalition advancing the solutions to climate change and environmental injustice by advancing our vision for a [Just Transition](#). The essence and the ideas which seeded the bold vision as a people-powered, values-based climate and environmental justice movement in Washington early on, remain embedded in our community leadership which guides our Front and Centered team of experts into the future.

Black, Brown, and Indigenous leaders are organizing in rural towns and rising in urban neighborhoods across the state. The coalition envisions “a future where our communities and the earth are healed and thriving, our people have dignified work and the building blocks of opportunity and prosperity, and our government values, respects, and represents us.” They shine a light on the environmental injustices endured. They survive and thrive against all odds, as they share their wisdom, insight, and solutions to climate change and environmental racism. Across the state, coalition members bear witness to oppression and come together to lift what is possible.

With community voices guiding the vision and strategies of Front and Centered, our staff team serves as a backbone for the coalition, a statewide center for coordinating and developing policy analysis, advocacy strategy, research and development, leadership support, capacity building, and diversified funding and other resources to sustain and grow the movement. This unique integration from community-driven expertise and resources is what Front and Centered powerfully brings together -- the people, policy, and practice of strategic impact. Our body of work is broad and deep, from the groundbreaking [Environmental Health Disparities Map](#), the [100% Clean Energy Transformation Act](#), the [Healthy Environment for All Act](#), to the methodologies and reports generated as a result of our community data-driven listening sessions. The coalition will continue to build and bring all tools to bear – from law and policy changes to innovations which are evidence-based and inspired by frontline community stories, to public education.

Join us as we develop our next actions to show how frontline communities are leading the transition away from an extraction-based economy toward a regenerative future!

About The Position

The Controller will lead the financial operations of the organization, ensuring strong oversight of grant administration and compliance while using technology-driven platforms. This role will oversee all general accounting activities, budget preparation and variance analysis, and focus on integrating financial management with modern grant management software to streamline reporting, compliance, and grant tracking. The ideal candidate will have deep experience in non-profit accounting, grant administration, and the use of financial technology platforms. To best serve the organization, this position will utilize a combination of technical expertise, communications skills, and emotional intelligence.

The position will report to the Executive Director and will supervise staff and provide direction to contractors.

This position is a managerial position and candidates with prior management and supervisory experience in a formal supervisor/supervisee employment role (non-intern) will be considered for this role.

Front and Centered agenda includes our vision for:

- *Equitable Co-Governance* - The communities most impacted by the extractive economy are at the center of government decision-making on the transition to a just and equitable environment. Including, implementation of the Health Environment for All Act (HEAL) and Just Futures that strengthens community self-determination and state accountability.
- *Healthy and Resilient Communities & Livelihoods* - Every community has a clean environment and we prevent and address pollution, not just as a single source, but for its cumulative effects on overburdened neighborhoods and climate impacts and communities are more prepared to meet their own needs and less dependent on extractive industries.
- *Energy Justice* - Everyone has appropriate, affordable access to, and control over renewable energy that powers their homes and communities and eliminates excessive use of energy and toxic energy systems. Including equitable implementation and expansion of the Clean Energy Transition Act.
- *Transportation Justice* - Every community has reliable, accessible, affordable transit and infrastructure to safely roll, walk, and wheel that is free from toxic air, risk of injury and highways expansions contributing to climate change and displacement. Including implementation of statewide accessible frequent transit standards and divestment of highway investments toward equitable mobility.

Key Duties & Responsibilities

Financial Management

- Oversee day-to-day accounting operations, including general ledger, accounts payable/receivable, cash flow management, regular and timely reconciliations of balance sheet accounts, preparation of internal financial statements, analyzing various other financial reports, and managing month-end close checklist. This position is expected to work with an external CPA/bookkeeper and other external contractors.
- Ensure the timely and accurate preparation of monthly, quarterly, and annual internal/management financial statements.
- Develop, manage, and monitor the organization's annual budget and financial forecasts along with the Executive Director.
- Provide financial insights and analysis to the leadership team to support strategic decision-making.

Grant Administration Technology

- Lead the financial management of grants, ensuring compliance with funder requirements and timely financial reporting.
- Utilize grant management technology platforms (e.g., Fluxx, WizeHive, Bonterra, Foundant, SmartSimple, and NetSuite Pyanko) to track and report on grant activity, including budgeting, allocations, and expenditures.
- Collaborate with program teams to develop grant budgets and ensure accurate financial projections.
- Ensure seamless integration of the grant platform with the organization's accounting software for accurate fund management and reporting.

Compliance and Audit

- Ensure compliance with all federal, state, and local regulations regarding non-profit financial management, including IRS 990 filings.
- Oversee internal controls and ensure adherence to non-profit accounting standards (GAAP).
- Coordinate and support external financial and grant audits, including preparation of required documentation.
- Assist Grants Administration Compliance Manager in drafting and maintaining compliance related policies and procedures, including policies related to federal funding and expenditures.
- Work with designated teams to help develop project, grant, and proposal budgets, monthly updates of financial info in grant management tracking software of actual and forecasted costs, review of grant language and proper application of restrictions and compliance requirements within grant agreements.

Team Leadership and Development

- Supervise finance staff and work closely with program managers to ensure grant compliance and financial accuracy.
- Train staff on the use of grant management software and financial procedures, promoting efficiency and transparency.
- Lead the continuous improvement of financial processes, particularly in the areas of tech-enabled grant management and reporting.

Additional Information

Position Located: This is a hybrid in-person/remote position based in Washington State

Schedule

This is a full-time (35 hrs/week), Washington state-based position.

Office hours are typically Monday-Friday from 9am-5:00pm, with occasional evening and weekend work. We currently work under a hybrid remote-work arrangement model: work-from-home and onsite/in-person environments. Some travel is required; Front and Centered hosts in-person staff meetings up to four times a year (when COVID allows safe travel and social interactions) and hosts a number of in-person and virtual convenings throughout the year.

Compensation and Benefits

This is a full-time position of 35 hours per week. Salary range is \$115,702 to \$156,219, however, we anticipate starting the position between \$122,931 up to \$135,998. Front and Centered's benefits package includes medical and dental insurance coverage, 4 weeks paid vacation, sick leave, and 17 paid holidays. Front and Centered values our employees and ongoing professional development and growth.

About You

Qualifications and Experience

Ideal candidate will possess:

- Passion for facilitating frontline communities participation in changing the rules, for making justice the center of the climate and environmental conversation, and for being part of a dynamic, fun, and creative team that is facilitating frontline communities participation.
- Experience (years may overlap):
 - At least 5 years of professional experience as a Controller or Senior Finance Manager in a non-profit environment
 - At least one year of professional or volunteer experience working with community-based organizations
 - At least one-year experience and demonstrated commitment to advancing racial equity or working directly in and for communities of color
 - Bachelor's degree in Accounting, Finance, or related field accreditation (CPA preferred or advanced degree in accounting/finance)
 - Experience preparing for and managing state and federal audits, EPA preferred but not required
 - Proficiency in accounting software (e.g., QuickBooks, Xero) and advanced knowledge of Excel
 - Experience with grant management platforms (e.g., Fluxx, Foundant, SmartSimple) and integrating them with accounting systems
 - Strong understanding of non-profit accounting principles, grant compliance, and fund accounting
 - Experience managing large, complex grants, including government and foundation grants
 - Technical skills, analytical ability, good judgment, strong operational focus, and high ethical standards
- Highly organized and resourceful with a strong attention to detail and ability to work with tight deadlines.
- Knowledge of equity and social justice issues, and in particular environment and climate justice, preferred.
- Demonstrated commitment to advancing racial equity or working directly in and for communities of color with experience working in diverse communities namely with people of color and indigenous peoples as well as disenfranchised communities.
- Strong commitment to the vision, mission, and values of Front and Centered, including a service ethic and commitment to racial justice.
- Proven ability to take initiative, identify priorities and accomplish tasks, and advance projects, including ability to work within a team to execute and work independently.
- Skill to communicate effectively complex concepts in easy to understand ways, verbal and written.
- Team player capable of working both collaboratively and independently.
- Deep knowledge and passion for social movements, environmental justice and racial justice.
- Experience working with and taking direction from frontline communities and working with community based organizations.
- Ability to travel and attend meetings, potentially on weekends and evenings.

Application Instructions

Applicants should submit a resume and cover letter to jobs@frontandcentered.org, put "Position Title" and "name" as the subject line of the email.

Deadline: Priority Deadline is Friday, November 8th. Applications will be reviewed and considered on a rolling basis with interviews anticipated to start mid November.

Preferred Start Date: Ideally by Winter 2024/January 2025

Work Culture and Work Environment

Front and Centered emerged from a broad coalition of diverse community groups working at the intersection of equity and environmental justice. We strive to create a work culture that is inclusive, collaborative, and adaptive to the diverse and dynamic context of how Front and Centered serves the coalition. To this end, every staff member is expected to work as a partner and within a culture of supportive leadership and lifelong learning and knowledge sharing; understand and engage in teamwork which is characterized by hope, celebration, creativity, collaboration, cultural humility, equity, and respect; exercise the highest level of ethics, professionalism, discretion and confidentiality; demonstrate initiative, organization, and an ability to multitask and manage multiple priorities.

We are a small team of enthusiastic, hard-working, and often very busy people. It is a fast-paced environment but where staff enjoy each other's company and take time to build a supportive and inclusive culture.

Diversity | Equity | Inclusion

Front and Centered strives to create an inclusive workplace in which we meaningfully connect as colleagues and community partners, reflective of the people with whom we live, serve, and share in community. As an equal-opportunity employer, we work with people of diverse personal, professional, and regional backgrounds, so that our board, team, community members and advisory council have a collective impact on delivering on our mission. People of color and others from underrepresented groups, especially people with direct experience working within the communities Front and Centered partners with, are encouraged to apply. We invite people to be part of our team, regardless of their race, ethnicity, national origin, gender identity, sexual orientation, socio-economic status, marital status, age, physical abilities, political affiliation, religious beliefs.

Physical Demands and Reasonable Accommodations

Front and Centered employees work a flexible, 35-hour workweek from 9:00 a.m. to 5:00 p.m. in work-from-home and onsite environments. The physical demands and work environment described below represent those required for an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Able to input information into a computer for long periods of time
- Ability to work stationary at a computer for the majority of each workday
- Able to assess information communicated through a computer
- Ability to complete work in a shared office environment where multiple staff may be working and talking at any point during the day
- Use hands to handle, or feel, type, and reach with hands and arms
- Able to work some evenings, weekends, and holidays.
- Able to periodically work long and extended hours.
- Able to travel locally/regionally/across the state, as needed.

To center the safety and well-being of our employees, Front and Centered requires that employees must be vaccinated against COVID-19, subject to exemptions in compliance with federal, state, and local anti-discrimination legal requirements. Specifically, we will consider requests for exemption based on medical reasons or for sincerely-held religious beliefs.