



MIXTECO INDIGENA COMMUNITY ORGANIZING PROJECT RECRUITMENT SPECIFICATION

JOB TITLE: Controller

DEPARTMENT: Administrative

PROGRAM: Finance

REPORTS TO: Executive Director

SALARY: 95k-100k annually

BENEFITS: Health benefits (medical, dental, vision), 403(b) with employer contribution, 11 paid holidays, paid Vacation and Sick time, winter break (typically last two weeks in December, returning Jan 2; employee paid supplemental insurance (i.e. life, accident, etc).

LOCATION: Oxnard MICOP office

STATUS: Regular, full time Exempt

HOW TO APPLY: To apply, send resume to and cover letter to: HR@mixteco.org

DEADLINE TO APPLY: Open until filled

Note: You will receive an email or phone call ONLY if we decide to schedule an interview or if we have follow up questions.

ABOUT MIXTECO INDIGENA COMMUNITY ORGANIZING PROJECT

Founded in 2001, Mixteco/Indígena Community Organizing Project (MICOP) supports, organizes and empowers the indigenous migrant communities of California's Central Coast through improved access to health and community resources, community organizing, language interpretation, education, direct assistance, cultural promotion, and our indigenous-led Radio Indígena community radio station. MICOP offers a fast-paced, multilingual and multicultural work environment dedicated to carrying out our mission.

Summary

MICOP is hiring a Controller to lead the organization's financial operations. The Controller is responsible for managing all accounting functions including budgeting, auditing, accounts payable and receivable, general ledger maintenance, and financial reporting in accordance with generally accepted accounting principles (GAAP) and internal policies and procedures. This role also includes system administration and oversight of all QuickBooks Online functions; account reconciliation; tax and audit preparation; and contract and budget management, including tracking, forecasting, and reporting. The Controller will lead efforts to maintain and enhance internal controls, ensure compliance with accounting standards, and support organizational

transparency. The Controller supervises bookkeeper(s) and works closely with the Executive Director to facilitate financial oversight and to clearly communicate financial information to program staff and the Board of Directors. The Controller also assumes full responsibility for the organization's financial functions in the absence of the Executive Director. This is a pivotal leadership role that supports MICOP's ability to achieve its mission and programmatic goals through strong financial stewardship and strategic oversight.

Responsibilities

- Oversee all accounting operations including billing, AR/AP, payroll, general ledger, and financial reporting
- Bank and credit card reconciliation
- Accuracy of organization's General Ledger
- Maintenance and improvement of chart of accounts
- Developing and maintaining records of participants and beneficiaries including active, deferred, retired, and separated members.
- Maintenance and improvement of organization's accounting policies and protocols (e.g. credit card use policy, purchase request policy, etc.)
- Production of financial statements for Board of Directors
- Collaborate with the Executive Director and Board of Directors to develop and finalize the organization's annual budget.
- Develop and manage budgets, forecasts, and financial models
- Management and coordination of workers' compensation payments and related audits
- Filing of quarterly sales taxes
- Lead the audit preparation process; manage successful passing of annual audit
- Review and supervise bookkeeper's accounting work to ensure that MICOP's financials are accurate
- Serve as a key advisor to the Executive Director on financial strategy and planning
- Maintain organization's FTE chart. Perform quarterly allocations based on FTE chart
- Maintain MICOP's Net Asset Schedule
- Ensure compliance with GAAP, federal/state/local regulations, and internal policies
- Provide financial training to staff or board as needed
- Attend trainings, staff meetings or workshops as directed
- Supervise bookkeepers
- Other duties as assigned by Executive Director

Required Skills

- Bachelor's degree in Accounting, Finance, or a related field (CPA or MBA preferred)
- Bilingual in English and Spanish
- Attention to detail
- Strong abilities with QuickBooks and Microsoft Excel
- Excellent communications skills
- Experience in retirement administration and/or nonprofit, including 403(b), and defined benefit plans

- Highly detail-oriented and an effective written and verbal communicator
- Ability to perform work with speed and accuracy
- Ability to analyze financial information and problem-solve
- Deep understanding of General Accepted Accounting Principles (GAAP)

Experience

- MUST have at least 3 years of non-profit finance experience
- Managing the budget and financial processes of a company and/or non-profit organization with an annual budget of at least \$8M
- Certified Public Accountant (CPA) or has a bachelor's degree in Accounting or Finance and/or at least three years' experience in a accounting position
- Fluent in the following software:
 - QuickBooks Online
 - Microsoft Excel
 - Google Suite
- Experience working with external auditors and has led the successful execution of an independent audit
- Understands revenue and expense allocations and can track those allocations against dynamic budgets
- Creating contract and budgeting forecasting models and can present those models in an easy to understand manner
- Identifying needs to create and implement a plan for driving improvement

**MICOP IS AN EQUAL OPPORTUNITY EMPLOYER
WOMEN AND PEOPLE OF COLOR ARE ENCOURAGED TO APPLY**