SFPC Controller

Job Details

Level
Experienced

Position Type
Full-Time/Part-Time

Starting Salary $50,000/year

Position Summary
The Controller role assumes responsibility for meticulously maintaining and overseeing the General Ledger accounts and organizational business transactions, while adhering to the Generally Accepted Accounting Principles (GAAP). It also includes analytical work and a thorough review of financial records. In addition to accounting responsibilities, this role also manages liability insurance matters to ensure the Park’s assets are protected and compliant with insurance regulations. This role also embraces a hybrid work model, embodying the flexibility needed for optimal performance.

Job responsibilities include but are not limited to

- Maintaining accounting records, including general ledger, payroll and taxes
- Reconciling general ledger accounts
- General bookkeeping, journal entries and month-end accounting duties
- Monitoring accounts payable and receivable as well as other balance sheet accounts.
- Reconcile bank statements with the General Ledger, identifying discrepancies and resolving issues.
- Assessing internal controls, including risk assessments and reviews of risk areas
- Ensure adherence to nonprofit accounting standards and compliance with relevant regulations.

- Maintains a documented system of accounting policies and procedures; implements a system of controls over accounting transactions to minimize risk.
- Monitor cash flow and manage banking relationships to optimize liquidity and funding needs.

- Coordinate the external audit by working with auditors and the different departments within the organization.
- Collaborate with the Development team to provide financial data and insights to support grant applications and donor reporting requirements.
- Manages relationship with insurance provider for necessary general liability and other business-related coverage including risk management, renewals and claims.
- Prepares and compiles reports, information, and Certificates of Insurance required for the annual Workers Compensation audit.
- Review Incident Reports and follow up with our insurance provider as needed.
Qualifications

- Bachelor's degree in accounting
- Several years of progressive experience in accounting, financial management, and nonprofit operations.
- Knowledge of liability insurance management is preferred but not required.

Competencies

- Strong analytical and problem-solving abilities.
- Excellent attention to detail, accuracy, and ethical standards.
- Effective written and verbal communication skills.
- Ability to work collaboratively with cross-functional teams and external partners.
- Monitor and collect data to assess accuracy and integrity; analyze data; ensure compliance with applicable standards (i.e. GAAP), rules, regulations and systems of internal control; interpret and evaluate results, prepare documentation; create financial reports and/or presentations.
- Proficient in Microsoft Office (Word, Power Point, especially Excel), NetSuite is a plus.
- Proficient in Google Workspace; experience with Trello a bonus
- Dedication to the organization's mission and values.

Personal Qualities

- Demonstrates values of collaboration, accountability, authenticity, trust and learning.
- Commitment to the consistent production of high quality, detailed work.
- Organizes, plans and schedules in an efficient, productive manner.
- A consistently positive outlook with a “can-do” attitude toward challenges.
- Collaborative spirit; works well with team members; willingly does whatever needs doing.
- Collaborates with people of different races, backgrounds, experiences, and educational levels.
- Enthusiastic, dependable, self-motivated, and self-aware
- Able to manage multiple priorities.

Company Summary

About Shelby Farms Park Conservancy
Shelby Farms Park Conservancy (SFPC) is the nonprofit that manages and cares for Shelby Farms Park and Shelby Farms Greenline in Memphis, TN. SFPC is responsible for daily management, fundraising to meet operational budget needs, setting the vision for the Parks future, and stewarding its natural resources. SFPC team members are committed to our vision of creating a celebrated 21st-century park that defines and shapes a great city and that provides inclusive, equitable, and free access for each and every resident of the Memphis area.

About Shelby Farms Park
At 4,500 acres, Shelby Farms Park in Memphis, Tennessee is one of the largest urban
parks in the country. With a visionary master plan designed by James Corner Field Operations, it's poised to become one of the best. Today, the Park features miles of paved and unpaved trails, dozens of lakes and ponds, the internationally recognized and sustainably designed Woodland Discovery Playground, a buffalo herd, the FedEx Event Center, a water play sprayground, an outdoor event stage overlooking an 80-acre lake, a treetop adventure course and more.

Additional
This document describes typical duties and responsibilities and is not intended to limit management from assigning other work as required. SFPC is an Equal Opportunity/ Affirmative Action Employer, we will consider applicants for all positions without regard to race, color, religion, national origin or ancestry, sex, age (40+), disability, veteran status, or any other legally protected status under local, state, or federal law.