ORGANIZATION
The Wildlands Conservancy (TWC) is one of the most diverse nonprofit preserve systems in the nation, dedicated to preserving the beauty and biodiversity of the earth and to providing programs so that children may know the wonder and joy of nature.

LOCATION
The Executive Offices are located on the Oak Glen Preserve in Oak Glen, CA. See www.WildlandsConservancy.org for more information.

POSITION SUMMARY
The Controller oversees all areas of organization-wide accounting functions, participates in the annual budget preparation and administration process, reviews fiscal impact of organizational activities, assures compliance with various specialized audits related to both public and private grants and programs. This position is characterized by the responsibility to independently provide professional analysis and fiscal interpretation requiring substantial understanding and application of the principles of accounting, along with The Wildlands Conservancy's business operations. The Controller is primarily responsible for the day-to-day management of all general ledger accounting, and cash management reporting directly to the President and Executive Director.

ESSENTIAL FUNCTIONS
Maintains and controls the General Ledger accounts and business transactions of the organization, applying the Generally Accepted Accounting Principles (GAAP) that includes analytical work and thorough review of financial records.

Implements checks and balances pertaining to the accounting function, establishes system controls and develops procedures to improve existing systems. Identifies and communicates accounting and internal control issues.

Administers Intacct accounting system and oversees financial reporting and operations.

Maintains and executes a variety of financial procedures, including general ledger entries, budgeting, forecasting, year-end closings, Form 990 and audited financial statements.

Provides accounting information and assistance to Directors, managers and staff, responds to financial questions/concerns to meet organizational needs, coordinates communication relating to accounting with other departments and outside organizations as needed.

Financial oversight and administrative management of grant, lease, license and royalty revenue streams.

Evaluates compliance with grants, lease agreements, property and general liability insurance requirements and contracts to ensure terms and conditions of agreements are met, properly recorded and documented.

Manages the organization's general liability, property, auto, and cyber insurance policies. Communicates asset changes to insurance brokerage firm, and participates in the organization's overall risk management strategies.

Manages and reconciles investment accounts; Develops relationships with investors and investment institutions; financial reporting of investment performance; coordinates transfers of funds; assesses financial risk and opportunities.

Manages and maintains processes to include property taxes, welfare exemptions, Williamson act filings, depreciation schedule and fixed assets inventory.

Prepares reports of paid lobbying activities, campaign contributions, statements of information, business property statements and other various reports.

Oversees multiple bank accounts. Approves wire or cash transfers between accounts and/or to outside vendors.

Responsible for the preparation of annual operations and capital budgets, monthly financial analysis reports. Develops and maintains department budgets and generates cost reports, tracking budget-to-actual performance.
Serves as an Officer on the Board of Directors, Chairs the Board Finance Advisory Committee, and provides updates to the Board pertaining to finance on a consistent basis.

Works with Wildlands auditors throughout the year.

Performs other duties as assigned.

**SALARY & CLASSIFICATION**

$75,000 annual salary. Full-time exempt (Administrative), with full-time benefit package.  
Office Schedule is Monday - Friday 8am to 5pm.

**QUALIFICATIONS**

- Four years previous accounting experience, preferably with a nonprofit organization.
- Proficiency with Sage Intacct or similar fund accounting software strongly preferred.
- Proficiency with Microsoft Office Suite and Google G Suite.
- Experience with administration of public grant funds is favorable.
- Bachelor's Degree or higher in Accounting or Finance.
- Knowledge of Generally Accepted Accounting Principles (GAAP)

**OTHER REQUIREMENTS**

- Remain focused in the face of pressure, deliver against timelines; problem solve; recall information with accuracy; pay close attention to detail.
- Ability to maintain confidentiality, and exercise tact and diplomacy in organizational settings.
- Demonstrate commitment to high professional ethical standards and a diverse workplace in a team focused environment.
- Pass Live Scan criminal history background check and drug screen (post-job offer).

**PHYSICAL DEMANDS**

- Perform routine standing, sitting, reaching, bending, kneeling, speaking, hearing, seeing, operating a motor vehicle; perform standard work functions such typing, learning, speaking on radio, telephone, and in person. Lift, carry, pull and push a minimum of 25 pounds.

**EQUAL EMPLOYMENT OPPORTUNITY**

The Wildlands Conservancy is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation based on an individual's race (including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship (including those who hold a drivers license granted under vehicle code 12801.9), physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender (including gender identity and gender expression), age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, or any other status protected by federal, state, or local laws. We are dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

**AT-WILL EMPLOYMENT**

This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee. Employment with The Wildlands Conservancy is for an unspecified term and is based upon mutual consent and may be terminated at will by either party. Therefore, employment and compensation may be terminated by Wildlands or me “at-will” at any time, for any or for no reason, with or without cause or prior notice.

**HOW TO APPLY**

Email cover letter expressing interest in the position and resume to jobs@twc-ca.org.