

FAIRMOUNT PARK

CONSERVANCY

Controller

Organizational Overview:

Fairmount Park Conservancy brings parks to life. We work with the City of Philadelphia and its communities to steward our parks and nurture our shared environment, cultural resources, and public health. We lead capital projects and historic preservation efforts, foster neighborhood park stewardship, attract and leverage investments, and develop innovative programs throughout the 10,200 acres that include Fairmount Park, six other watershed parks, and more than 130 neighborhood parks and gardens around the city.

Position Overview:

Reporting to the Chief Financial Officer (CFO), Fairmount Park Conservancy is seeking a Controller who will be responsible for the oversight of all finance, accounting systems, and reporting activities. This role is a hybrid position with the expectation of 3 days per week in the office. The Controller will lead the day-to-day finance operations of a \$20 million+ operating budget, including over \$10 million in construction projects. Additionally, the Controller will manage the accounting software (Sage Intacct) and accounts payable platform (Bill.com). The Controller will ensure that the Conservancy has the systems and procedures in place to support effective program implementation, execution, and reporting. Additionally, they will oversee the annual financial statement audit. The Controller will work closely with the Leadership Team and all staff to educate them regarding financial and accounting procedures and explore how the accounting software can support program operations with opportunities for process automation. The Controller will also partner with the CFO, finance, operations, and development staff to enhance each team's systems and functions.

Responsibilities:

Finance and Accounting

- Oversee all accounts, ledgers, and reporting systems to ensure compliance with generally accepted accounting principles and other regulatory requirements.
- Maintain internal controls and safeguards for accounts receivable, accounts payable expense classification, and coding.
- Develop an annual organization-wide budget in consultation with the Leadership Team and department heads.
- Drive and coordinate all audit activities with the support of the CFO.
- Prepare supporting schedules for Form 990; in collaboration with the CFO, review Form 990 and Form 5500 for accuracy and timely remittance.
- Ensure timely execution of month-end and year-end closing processes.
- Prepare and present monthly, quarterly, and annual financial statements.
- Compare actual financials to budgeted financials to identify, explain, and correct variances, as appropriate.

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- Analyze financial data to identify cost containment opportunities and understand the root causes of variances identified.
- Oversee the process of creating payment requisitions for capital projects and other contracts with the City of Philadelphia.
- Support the CFO in engaging with and reporting to the board of directors and various committees such as interim financial statements, audited financial statements, tax reporting, and other financial matters.
- Oversee all financial, program/project, and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets; collate financial reporting materials for government, corporate, and foundation grants.
- Manage organizational cash flow and forecasting by working in partnership with the CFO, senior leadership, and the Finance Committee.
- Collaborate with development and capital project managers to assess the financial efficacy of program operations and establish finance and administrative systems to support program operations.
- Manage and track the performance of the Conservancy's invested assets as compared to benchmarks and ensure compliance with asset allocation targets in the Conservancy Investment Policy.
- Develop and maintain outstanding relationships with bankers, auditors, city partners, and other relevant stakeholders and finance professionals.
- Manage roles and responsibilities in accounting software, accounts payable software, and bank portals.
- Other duties as assigned.

Process Improvement

- Identify and implement opportunities for process automation and/or redesign for increased efficiency by leveraging software tools such as the Sage Project module.
- Streamline processes where appropriate to improve the timeliness of financial reporting.

Team Leadership

- Manage three direct reports – Revenue Cycle Manager, Accounts Receivable Specialist, and Accounts Payable Specialist.
- Leverage the strengths of the current finance team members and help to clarify roles and responsibilities.
- Develop goals and training opportunities to maximize the potential of the Finance Team.

- Provide leadership in ensuring positive internal communications with staff at all levels of the organization.
- Create and promote a positive and supportive work environment.

Qualifications:

This position is an extraordinary opportunity for a mature leader with seven to ten years of accounting and finance experience, ideally in the nonprofit sector. The candidate will ideally have experience gathering, evaluating, presenting, and reporting financial information to executive teams and external stakeholders, as well as experience in complex nonprofit environments with diverse funding streams and multiple programs.

- BS/BA in accounting or related field; MBA and/or CPA preferred.
- Commitment to maintaining and stewarding FPC's financial assets.
- Expertise in GAAP and all recent GAAP pronouncements pertaining to nonprofit organizations.
- Experience with accounting software (Sage Intacct) a plus.
- Expertise in budgeting and forecasting.
- Personal qualities of integrity, credibility, and commitment to the Conservancy's mission.
- Proactive, strategic thinker with a high level of personal initiative and willingness to dive into the details.
- Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to the Leadership Team, the Board, or other outside stakeholders.
- Experience coordinating audit activities, managing financial reporting process, and supervising accounts payable/receivable staff.
- Expertise in grants management, as it relates to compliance and reporting for government, corporate, and foundation grants, is essential.

Compensation:

The starting salary range for this position is \$100,000 - \$120,000, commensurate with experience. Additionally, Fairmount Park Conservancy offers a generous benefits package including health, dental, and vision, as well as life, disability, and retirement benefits.

Anti-Discrimination Policy:

The Fairmount Park Conservancy does not discriminate based on ethnicity, race, gender, or sexual orientation and encourages all qualified individuals to apply.

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COVID-19 Vaccination Requirement:

All employees at the Fairmount Park Conservancy must be fully vaccinated against COVID-19. Successful applicants will be required to show proof of vaccination. Reasonable accommodations will be considered for those with qualifying medical or religious exemptions.

To Apply:

Thank you for your interest in the Fairmount Park Conservancy. Please prepare a formal letter of interest, resume, and three work related references as either PDF or Word documents and submit at <https://app.smartsheet.com/b/form/d250369117dd488baa22a899d5c26268>.

Please, no phone calls or mailed applications. The application deadline is January 7, 2024.