Position Description

Position Title: Controller
Reports To: Finance Director
Classification: Full-Time
FLSA Status: Salaried Exempt
Location: Remote/Work From Home

About LFA
Lead For America is a nonprofit that exists to ensure that our nation's most dynamic and diverse leaders are working on our communities' toughest challenges. To that end, LFA helps outstanding young people become civic leaders, particularly in their hometowns and states. In our flagship two-year paid Fellows program, we’ve funded and placed over 100 Fellows in newly created positions in their home communities since 2019, and plan to have 100 additional Fellows starting in August 2021. Along with our Fellows program, we have placed 150+ Summer Fellows, launched 10+ college chapters nationwide, and incubated five state and regional affiliates to date.

Why We’re Hiring
Lead For America is about to begin a period of tremendous growth. From the organization’s founding in late 2018, we have placed 200+ Fellows in over 35 states, raised several million dollars from public, private, and philanthropic partners, and are now operating 5+ state and regional affiliates. By the end of 2022, we expect to grow from 23 full-time employees to 35, which will put us in position to significantly expand our fellowship and education programs, while also investing in deep place-making work in "demonstration cities" to build comprehensive talent and civic education strategies in distressed communities.

We are looking for team members who are excited about being a part of this growth and helping shape a nationwide movement that will be enlisting thousands of young leaders every year. We are seeking people who will see this role as a path to leadership development and professional growth. The right team additions will feel energized and excited by enormous responsibility and opportunities for creative autonomy and must be disciplined, self-motivated, highly organized, and have excellent oral and written skills.

We are a remote first team and will always prioritize hiring the best people we can, regardless of location within the United States. However, we invite folks joining the team to consider relocating to Dodge City, Kansas, where we recently relocated our headquarters to embody our values and best serve communities that struggle to attract and retain talent. Dodge City is a community with so much to offer — incredible diversity as an immigrant and refugee town, welcoming people, and forward-thinking collaborative leadership. (To learn more about our planned work in Dodge City, see here). Those who relocate to Dodge City will receive assistance finding housing and being connected to like-minded individuals in the community. Those who join the team but do not relocate will be asked to make occasional trips to Dodge City and will be invited to participate in a site visit so we can show why we and so many other teammates have fallen in love with it!
**Position Summary**

We are looking for an experienced Financial Controller to undertake the following aspects of financial management: accounting, grant and compliance reporting, grant budgeting, and the development and management of internal control policies and procedures.

**Essential Functions**

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by individuals in this role. It does not imply that all positions within the class perform all the duties listed, nor does it necessarily list all possible duties that may be assigned.

- Handle the monthly and year end close process, which includes accounting for all transactions, processing timesheets, synthesizing projected revenue data, managing in-kind donations, conducting a projected vs. actual analysis, and sending financial statements for review to executive staff.
- Establish and refine all fiscal controls, policies, and procedures to be in compliance with single audits.
- Maintain the LFA NICRA and renew it on an annual basis.
- Prepare financial reports for all grants, including LFA’s federal AmeriCorps grants.
- In partnership with LFA’s accounting firm, research technical accounting issues for compliance.
- Ensure quality control over financial transactions and financial reporting, including managing the proper flow of all disbursements and deposits.
- In partnership with LFA’s grant solicitation licensing firm and LFA’s payroll provider, manage and comply with local, state, and federal government reporting requirements and tax filings.
- Improve and refine business processes and accounting policies to maintain and strengthen internal controls.

**Qualifications**

**Education**

BA/BS degree in Accounting or related field required. CPA or CMA strongly preferred.

**Experience**

- 5+ years experience as an accountant required.
- Thorough knowledge of accounting principles and procedures.
- Experience with preparing financial statements.
- Experience with general ledger functions and the month-end/year end close process.
- Excellent experience with QuickBooks.
- Some experience with federal grant accounting required. Experience with AmeriCorps grant accounting a plus.

**Knowledge, Skills, and Attributes**

- Mission/Vision: able to support and articulate the organization’s mission, goals and objectives in a positive and inspirational manner.
• Communication: relate well with all types of people; patience to hear others out and build rapport with dignity and tact; promote and demonstrate collaboration; relay information that is sufficiently detailed and promotes desired results.

• Results-Oriented: mindset for exceeding goals; high standard for excellence and attention to detail; ability to balance the delivery of programs against the realities of a budget; provide accurate results that are well thought-out and complete; exhibit high standard for excellence and attention to detail.

• Capacity Building: ability to effectively build organizational and staff capacity, selecting and developing highly qualified team members and the processes that ensure the organization runs smoothly.

• Action Oriented: strong work-ethic; ability to act and react as necessary, even if limited information is available; not afraid to take charge of a situation; can overcome resistance to leadership and take unpopular stands when necessary.

**Salary Range**

For the sake of clarity, we provide information about the minimum and maximum salaries we can provide at this time. Starting salary is dependent on role, experience level, and cost of living of the job location for positions where there is geographic flexibility. Based on these factors, the below salary range is subject to vary considerably. Note that salaries are expected to rise over time with increased experience, inflation, and the growth of the organization, and that for most roles there is ample opportunity for promotion. In special circumstances, LFA is willing to discuss paying above the maximum range listed below to bring on world class talent.

Minimum starting salary (assuming minimum required experience met): $70,348.45

Maximum starting salary (assuming 30+ years of related experience): $105,522.68

**Benefits**

This position includes a retirement plan, health insurance, 15 days PTO (with increasing PTO over time), 12 weeks of parental leave (including the first 4 weeks paid), and a $750 annual professional development allowance. For full benefits, see our Benefits Overview [here](#).

**Physical Requirements and Working Conditions**

This position requires:

• Normal periods of sitting, standing and walking, typically in an office environment.

• Type/enter data on keyboard.

• Normal vision and hearing (with or without correction).

• Speaking one-on-one and in a group setting.

Majority of work is performed inside an office building and temperature controlled. Must be able to attend and participate in outdoor events in various weather conditions. Level of noise is usually moderately quiet.

**To Apply**

Please submit your application to apply [here](#). You can learn more about Lead For America [here](#).
Acknowledgements:

All the above duties and responsibilities are essential job functions for which reasonable accommodation will be made. All job requirements listed indicate the minimum level of knowledge, skills, and/or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties and responsibilities or requirement and employees may be required to perform other job-related duties as requested by their supervisor. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.