



Position: *Controller*
Reports to: *SVP, Finance & Accounting*
Location: *Gardena, CA*
Classification: *Exempt*

HSF Mission

The Hispanic Scholarship Fund empowers families with the knowledge and resources needed to successfully complete a higher education, while providing scholarships and support services to as many exceptional students as possible.

Finance & Accounting Department Mission

The HSF Finance & Accounting Department safeguards the organization's financial health and sustainability; supports the execution of programs & events; and assists in the delivery of support services for students (K-12), parents, scholars, and alumni.

Accountabilities of the Position

The Controller is accountable for supervising the accounting team and managing all accounting functions including but not limited to accounts payable, accounts receivable, cash receipts, fixed assets, and payroll in accordance with organization's policies and procedures; overseeing the monthly, quarterly and annual close as well as the annual audit and tax return; and additional ad hoc projects and duties as assigned.

Competency

Knowledge

- Generally Accepted Accounting Principles (GAAP) and FASB guidance
- Full cycle accounting and audit schedules
- Best practice internal controls policies and procedures

Skills & Abilities

- Exceptional analytical skills to perform financial analysis (assess information, quantify impact, and recommend a course of action)
- Exceptional and demonstrable management, leadership and communication skills
- Expert Excel skills, including the ability to create pivot tables and utilize other advanced functions
- Ability to synthesize complex accounting concepts into concise and easily understood explanations for all levels of the organization
- Ability to work in a fast-paced, team-oriented environment
- Meticulous attention to detail that creates impeccable work product that is trusted inside and outside the organization
- Ability to partner cross-functionally in order to move projects forward and hold staff accountable for their timely delivery on commitments
- Must demonstrate sound judgment, ethics, and ability to maintain confidentiality

Credentials/ Experience

- Minimum of 7 years of accounting experience, preferably in a combination of for-profit and non-profit industries; grant or project accounting experience preferred
- Previous experience at the Controller level
- Database and system implementation experience preferred
- Bachelor's Degree in Accounting, CPA, and/or MBA preferred

Commitment Expectations

- Flexible to work weekends and/or extended workdays, as needed
- Flexible to travel for meetings, presentations, and events, as needed

Disclaimer

All responsibilities for this position are not included and may be adjusted over time with or without notice. Benefits provided may also be adjusted over time with or without notice. The Hispanic Scholarship Fund is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

To Apply: Email résumé and cover letter to employment@hsf.net