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## **JOB POSTING**

### **Controller (Full-Time)**

#### **Mission**

Empowering our communities to alleviate hunger by providing food, education and resources.

#### **Summary**

The Controller oversees a robust financial management and reporting system that supports operational and regulatory compliance requirements.

#### **Responsibilities**

- Analyze and present financial and management reports in an accurate and timely manner; clearly communicate monthly, quarterly and annual financial statements
- Automate business processes to streamline accounting functions
- Oversee all financial, project/program and grant accounting
- Lead annual budgeting and planning process in conjunction with CFO; administer and review all financial plans and budgets
- Manage organizational cash flow and forecasting
- Lead accounting activities to ensure compliance with GAAP and integrity of GL balances with an effective internal control environment
- Coordinate and lead the annual audit process, liaise with external auditors; communicate and present critical financial matters to senior leadership

#### **Requirements**

- Bachelor's degree required, MBA/CPA preferred  
10 - 15 years of experience, must include 5 – 8 years of supervisory experience, strong leadership presence
- Microsoft Office; strong Excel experience required  
Proficient with accounting and reporting software
- Knowledge of accounting principles and practices
- Occasional travel when attendance is required at offsite meetings.

#### **Office Hours**

Monday – Thursday, 8:30 AM – 5 PM

Friday, 8:30 AM – 3:30 PM

Requires work schedule flexibility with occasional weekend and evening availability

#### **Benefits**

- 3 weeks PTO + 3 weeks of Holiday per year
- 90% employer paid health insurance (individual coverage)
- 100% employer paid dental, basic life insurance, short and long term disability
- 4% contribution to retirement plan after one year of service + 3% employer match

Posted 5/6/2021

Tarrant Area Food Bank | 2525 Cullen Street | Fort Worth, TX | 76107 | 817.857.7100 | tafb.org

**How to Apply**

Please include a cover letter outlining recent experience with your resume and submit to [bryan.hiett@tafb.org](mailto:bryan.hiett@tafb.org)

Tarrant Area Food Bank is an Equal Opportunity Employer. Drug testing is required.