



COMPANY:	Family Healthcare Foundation
JOB TITLE:	Controller
REPORTS TO:	Executive Director
LOCATION:	Greater Tampa Bay Area, Florida, Hybrid-position
EMPLOYMENT TYPE:	Full-Time
STATUS:	Salary; Exempt
COMPENSATION RANGE:	\$85,000-\$90,000

Business Need

The Controller is a hands-on finance leader responsible for the full scope of accounting, financial reporting, compliance, and audit functions for the Family Healthcare Foundation. This role serves as the organization's primary lead for day-to-day financial operations, ensuring accurate financial records, strong internal controls, timely reporting, and compliance with nonprofit accounting standards and funding requirements.

The Controller works closely with the Executive Director and Deputy Director as a thought partner on financial planning, budgeting, and risk management while maintaining direct responsibility for executing core accounting functions. This position is ideal for a nonprofit finance professional who is highly detail oriented, comfortable working independently, and experienced in managing full cycle accounting in a dynamic, mission driven environment.

Key Responsibilities

- **Serves as a hands-on finance leader**, managing and performing full cycle accounting functions including bookkeeping, budget development and monitoring, bank and asset reconciliations, adjusting journal entries, and preparation of accurate monthly financial statements.
- **Directly oversees and executes daily financial operations**, including accounts receivable and payable, invoice generation and submission, collections, credit card and merchant account management, payroll processing, and 1099 reporting.
- **Manages financial reporting and compliance requirements**, including metrics development and reporting, in kind contribution tracking, tax document preparation, and coordination and facilitation of fiscal and other audits.
- **Leads financial management and reporting for funding contracts**, including budget development, ongoing monitoring, required financial reporting, invoice submission, and direct communication with funders' financial teams; attends contractual site visits and meetings as needed.
- **Prepares and presents financial reports** and participates in monthly financial review and analysis with the Executive Director and Deputy Director; develops, reviews, and

supports accounting policies and procedures; and ensures effective internal controls and high-quality financial practices.

- **Acts as a thought partner to the Executive Director**, providing hands-on support for financial and operational decision making, financial capacity planning, and organizational financial risk management.
- **Proactively identifies financial, operational, and compliance risks** and recommends practical, solutions-oriented responses.

Expected Outcomes

To be determined based on date of hire.

Critical hiring requirements

Knowledge & Experience

- Minimum of 5 years nonprofit accounting and financial management preferred
- Minimum of a Bachelor's degree: accounting degree preferred
- Experience working with nonprofits preferred

Skills

- Accounting
- Bookkeeping
- Financial strategy
- General office organization
- Written and oral communications
- Customer service
- Project tracking
- Time management

Behaviors

- Task, detail, and data oriented
- Relationship and process centered
- Serves with integrity and transparency
- Creative problem solver
- Well organized
- Positive outlook
- Lifelong learner
- Thrives in a dynamic and fast-paced environment
- Oriented in goal achievement
- Works well independently as well as in thought partnership with others
- Works well under pressure; manages deadlines

PHYSICAL DEMANDS:

Light to moderate physical activity performing activities to include:

- Sitting, standing, and/or walking for an extended period of time.
- Lifting 25 lbs. or more.
- Working in a well-lighted, heated, and/or air-conditioned indoor office setting with adequate ventilation.
- Using manual dexterity sufficient to handle/reach items.
- Using close/distant/peripheral and depth perception.

BENEFITS:

- Group Insurance: The Family Healthcare Foundation offers comprehensive group insurance plans: medical, dental, vision, and life insurance for team members and their families.
- Employee Assistance Program free to employees.
- Paid Time Off (PTO) and Holidays for Full-time employees: Employee's Paid Time Off (PTO) is gifted at a rate of 15 days per year, and benefits are increased in year five of employment. Employees also receive 10 paid holidays each year.
- Retirement Plans: The Family Healthcare Foundation offers a 401k with an up to 3% match.
- This position is primarily work-from-home, with some in-person meetings required throughout the month.