

The WorkFaith Connection Controller

Sorrell is proud to partner with The WorkFaith Connection (WFC), Houston's premier faithbased workforce reentry nonprofit, to identify an experienced Controller.

About The WorkFaith Connection

WFC is a well-respected Christ-centered organization focused on transforming lives of the most challenged job seekers in their hope for a better future by helping equip them with the essential skills and beliefs necessary to gain employment and give them the opportunity to enjoy the dignity that comes with attaining a job.

The organization operates out of three locations and has graduated over 7,000 individuals over its almost 15-year history. The economic impact of this effort for Houston has been significant as 75% of these graduates have been transformed to self-sustaining status. The impact on the outlook for these individuals and their families has been equally uplifting because the WFC programs go much deeper than most work development programs. WFC gives attention to the person's "whole" being, including his or her emotional, mental, spiritual, and physical state, to offer long term hope and life change. It teaches job readiness, and coaches and mentors participants how to serve employers and thrive in the workplace while growing in their faith along the journey.

Since its inception WFC has been committed to helping churches, employers and community organizations make a difference in the lives of the most challenged job seekers. WFC has a wide range of financial support that comes from faith communities and their congregations, foundations, community partners and individuals.

For more information, please visit www.workfaith.org.

Position Overview

The Controller will join a team that is open, accessible and hands-on with the leadership skills to continue on a trajectory of growth and sustainability. With the addition of the Controller, WFC will have the necessary talent to ensure the organization has the right financial controls to minimize risk and the right systems and processes to efficiently oversee the day-to-day accounting function and generate accurate and timely reports for WFC's CEO, COO, and board. The Controller will be an integral part of the team, which is future minded and wholly invested in realizing their potential. It is a team with broadly diverse skills and personal attributes that will keep the organization healthy, lean and strong.

Summary of the Position

This position reports equally to WFC's CEO and COO and will direct and oversee all financial activities for the organization. The Controller is directly responsible for overseeing all accounting operations as well as preparation of financial reports, summaries and forecasts for future growth projects, development of banking relationships and general overall economic outlook.

Essential Duties/Responsibilities

Strategy, Planning and Management

- Assess and evaluate WFC's financial performance with regard to long-term operational goals, budgets and forecasts.
- Provide insight and recommendations that create operating flexibility in support of short-term and long-term strategic goals.
- Create and establish yearly KPIs for finance that align with and maximize WFC's plan for growth.
- Instill a financial perspective to decision-making for accelerating improvements and achieving reliability in processes, products, and services.
- Monitor markets, trends, and anticipate risk and opportunities.

Financial Analysis, Budgeting and Forecasting

- In collaboration with the COO, develop and maintain WFC's annual and monthly operating budgets.
- Implement policies, procedures and processes as deemed appropriate to automate processes and increase working efficiencies.
- Prepare monthly financial reports and provide recommendations that can readily impact the protection of WFC's assets, operating performance, cash flows, and key analytics.
- Manage financial analysis for cash management, program management, fundraising activities, employee benefit plans, income and other tax reporting, government and other authority audits, budgeting, analysis of financial reports, and internal controls.

Cash Management

- Manage cash flow planning process and coordinate cash activity with the CEO and COO.
- Maintain accurate records and have them readily accessible to CEO, COO, and board.
- Ensure timely cash deposits, reconciliation of cash, operating cash flow and payment of payables to general ledger and budgets.
- Oversee approval of payables, wire transfers and ACH processes within prescribed limits.
- Maintain company banking and lender relationships.
- Review operating budgets and financial statements and analyze monthly investment financial variances and prepare management discussion and analysis reports for the CEO, COO, and board

Accounting Records, General Ledger, Accounting Administration and Operations

- Responsible for ensuring the accuracy, timeliness and consistency of accounting and reporting practices in accordance with generally accepted accounting principles (GAAP).
- Protect assets by monitoring and enforcing internal controls.
- Manage the accuracy and productivity of day-to-day activities of accounts payable, cash disbursements, invoicing/billing, credits and collections, etc.
- Coordinate quarterly and annual requirements with audit and tax firms and oversee the preparation of audit schedules, federal and state tax returns, sales tax reports, property tax payments, and related work papers, as needed.
- Remain current on accounting, tax and audit best practices as well as state, federal and local laws regarding company operations.
- Oversee process of semi-monthly payroll and related company benefit plans.

Key Capabilities

- Minimum 10 years of professional experience; time spent in nonprofit organizations is a plus
- Bachelor's degree and active CPA license preferred; MBA a plus
- Clear alignment with WFC's mission and vision

- Comprehensive knowledge of GAAP (Generally Accepted Accounting Principles)/FASB (Financial Accounting Standards Board)
- Strong track record of hands-on experience in developing and managing financial & accounting function, and experience with financial analysis and modeling a plus
- Expertise implementing and strengthening internal control systems that drive growth
- Ability to work both as an individual contributor and as a manager of accounting professionals
- Experience working in a small team environment
- Strong interpersonal, advanced analytical and organizational skills a must
- Systems savvy and a desire to improve and automate the accounting and finance function
- Maintains current industry, accounting and finance best practices
- Adaptability and experience with technology transformation/implementation
- Experience in budgeting, cash flow analyses, and project auditing
- Excellent IT knowledge and skills
- Decisive, results-driven leader who thrives on early problem identification and achieves solutions in timely and supportive scenarios
- Highly skilled in qualitative, financial, and operational metrics analyses and modeling
- Proven ability to identify and minimize financial risks
- Demonstrated ability to be resourceful and adjust quickly, based on changing circumstances; proven track record of shifting priorities with creativity, innovation, and value creation
- A high level of proficiency with accounting software and MS Office
- Excellent analytical, reasoning and problem-solving skills
- Demonstrated leadership ability
- Strong written and verbal communication skills; ability to effectively communicate with all stakeholders -- board and executive management team, staff, partners, donors and program participants
- Forward thinking, anticipating what comes next, broadly and in specific areas such as technology

Personal Attributes

- Strives for the highest quality and standard
- Approaches the work with the mindset of a Servant Leader
- Understands and is highly responsive to the unique needs of individuals and teams
- Hands-on, take-charge, decisive, results driven
- Gives high attention to details and timely execution
- Possesses strong ethics and encourages diversity of thought and tolerance

Compensation

This is an outstanding opportunity for a highly motivated professional to assume a key role in the evolution of a growing, highly respected organization. The position offers an attractive compensation package, including a competitive base salary as well as health, 401(k), and vacation benefits.

Application Process

The application and referral processes are underway. To nominate or be considered for this position, please contact:

- Priscilla Plumb: priscilla@sorrellco.com or 281-224-0881
- Laura Sorrell: laura@sorrellco.com or 713-854-5351

All inquiries will be held in confidence.

About Sorrell

Sorrell is a highly relational provider of executive recruiting. Our mission is to serve as partners with our clients to accelerate their efforts to attract, hire, and retain talent that impacts the future of the organization.