



# ShelterBox USA

## Description of Position

Job Title: Controller

Reports to: CFAO

Classification: Full-time, Exempt

Last updated: January 2024

### **About the Company**

ShelterBox is a leading global nonprofit organization whose mission is to deliver humanitarian aid in the form of shelter and lifesaving supplies when a natural disaster or political conflict devastates a region.

Our vision is of a world in which all people displaced by disasters and humanitarian crises are rapidly provided with emergency shelter. Our work makes ShelterBox USA a unique, exciting, and meaningful place to work.

We are a fast-paced, high-performance team that is ambitious in our pursuits, passionate about our mission, and creative in our execution. We encourage professional development by exposing team members to all aspects of our organization. We're looking for qualified, innovative professionals who align with our values and are passionate about helping people in need and inspiring others.

### **About the Role**

Under the supervision of the CFAO, the Controller will oversee all financial accounting and reporting activities of the organization.



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## **Primary Duties & Responsibilities**

- Maintain a documented system of accounting policies and procedures, including a system of internal controls to minimize risk.
- Produce accurate and timely financial reports in compliance with Generally Accepted Accounting Principles and nonprofit accounting standards.
- Maintain audit-ready financial records at all times.
- Oversee cash management functions including AR, AP, bank and investment account reconciliations.
- Perform biweekly payroll and ensure accurate Paychex configuration and integration with QuickBooks.
- Work with other departments and staff regarding accounting matters, including grant proposals and reporting, and provide excellent internal and external customer service.
- Coordinate annual audit and tax return preparation, working closely with CPA.
- Ensure compliance with local, state, and federal government requirements.
- Maintain strict confidentiality and professional conduct at all times.
- Communicate material business impacts to key stakeholders. Actively participate in and contribute to meetings; stay well-informed on organizational strategy and activities, information systems.
- Assess current accounting operations, offer recommendations for improvement and implement new processes.
- Perform other related duties as assigned.

## **Required Skills/Abilities:**

- Expertise in presenting financial reports to a variety of stakeholders.
- Ability to apply GAAP and nonprofit accounting standards.
- Competence in GL accounting and reconciliation.
- Proficiency with QuickBooks Advanced accounting software.
- Proficiency with Microsoft Office suite including Excel.
- Experience with database or CRM systems a plus.
- Excellent organizational skills and attention to detail.
- Excellent technical, analytical, and strategic thinking skills.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills and ability to work effectively in a team environment and independently.
- Excellent time management skills with a proven ability to meet deadlines.
- Demonstrated leadership, self-awareness, judgement and creative problem-solving skills.
- Ability to act with integrity, professionalism, and confidentiality.
- Commitment to continuous learning and interest in humanitarian work.

## **Education and Experience:**

- Bachelor's degree in accounting, finance, or business administration required.
- CPA, or CMA designation preferred.
- 5 or more years of high-level accounting experience required.
- Non-profit accounting experience preferred.



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## Compensation

- The pay range for this position is between \$100,000 - \$140,000 annually. The actual rate will vary based on a candidate's qualifications, skills, and experience.

## Benefits:

- Medical, vision, and dental are 100% paid for by ShelterBox USA
- 401(k) match program
- 15 days of PTO
- 16 days of observed holidays
- Cell phone stipend

## Classification

This is a full-time exempt position. Overtime may be required. Additionally, due to the nature of a disaster relief organization, employees may be asked to work extended hours or on holidays without much notice.

## Work Environment

This job operates primarily on-site in our office located at 101 Innovation Place Santa Barbara, CA 93108 with the flexibility to work from home. The role routinely uses standard office equipment such as computers, phones, copiers, and fax machines.

## Physical Requirements:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employee must be able to work hours that exceed 8 hours per day and/or 20 hours per week including nights and weekends, especially during peak activity periods as approved by the manager.
- While performing the duties of this job, the employee is regularly required to sit or stand for up to 4 hours at a time; use hands to finger, handle, reach or feel and talk or hear. The employee is sometimes required to bend, lift and occasionally carry items up to 80 pounds. This job often requires climbing staircases as elevators are not present at all locations.
- Must have a valid driver's license and reliable transportation.
- Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception, and the ability to adjust and focus.
- Must be able to hear and speak effectively in English.

ShelterBox USA provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, ShelterBox USA complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has remote employees. This policy applies to all terms and conditions of



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employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Note: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job as they may change at any time with or without notice.