



INSTITUTE FOR NONVIOLENCE CHICAGO

POSITION TITLE: Controller

REPORTS TO: CFO

The Institute for Nonviolence Chicago's mission is to end the cycle of violence using Dr. Martin Luther King, Jr.'s principles and teachings of nonviolence. Informed by a philosophy of nonviolence, Nonviolence Chicago will establish caring and sustained relationships with participants engaged in the cycle of violence. We will emphasize partnerships with community members, leaders, social service providers, and local law enforcement to reduce community levels of violence. We will help create a safer, healthier environment for young adults, youth, and their families. These general approaches will be specifically addressed using major methods: Community Violence Intervention (CVI) / Street Outreach, Individualized Service Provision, Victim Support Services, and Nonviolence Training.

Position Summary

The Controller reports to the CFO and will oversee financial and accounting operations, reporting, budgeting, compliance, procurement, and audit functions for INVC's rapidly expanding missional work. Given the organization's PEO relationship with Metropolitan Family Services (MFS), this role partners closely with the MFS organization's finance team to ensure accurate money flows, voucher submissions, reporting, budget tracking, and grant compliance.

Profile

We are looking for a collaborative and obsessively detail-oriented leader that has supported the scaling of an organization through its early- to mid-stages of growth. The candidate will have a commitment to the mission and values of the organization, with a strong sense of integrity and accountability. This individual is resourceful and systems-minded, understanding that scaling with strong processes and available tech solutions is what is needed especially in the nonprofit context where resources are limited. This individual understands the intricacies of nonprofit public and private funding scenarios, accounting principles, and regulatory compliance, and in particular possess experience working in organizations with \$10+mm budgets. We are looking for someone excited about advancing our mission who can individually roll up their sleeves and lead others to understand the operational aspects and financial implications of our program work, implement and maintain accounting processes and systems to accurately track financial activity for individual program and consolidated views, and produce reporting for consumption for internal and external stakeholders.

Key Responsibilities

Financial Reporting and Analysis

- Serve as the primary financial point of contact with the MFS's finance team, managing the workflow and communication related to financial transactions and reporting.
- Collaborate with the MFS to ensure proper coding of transactions and reconcile discrepancies.
- Oversee and ensure the timely and accurate preparation of monthly, quarterly, and annual financial statements for managerial and external use through the MFS's reporting function and a parallel internal system that needs to be implemented.



- Review and analyze financial reports and variances, assisting grant and program teams with monthly guidance on budget spend down and providing insights to the executive team.
- Generate custom reports for internal and external stakeholders as needed.
- Liaise with department leaders to provide financial guidance, answer questions, and support programmatic financial planning.
- Act as a resource for the executive team on financial strategy and operations.

Budgeting and Forecasting

- Lead the annual budget process in collaboration with department heads and executive leadership while making periodic amendments to realign changes in projected activity and strategic priorities.
- Partner with MFS organization to ensure alignment of budgets and forecasts within their accounting system.
- Provide monthly and quarterly budget-to-actuals analysis for departmental review and variance explanations.

Internal Controls and Compliance

- Implement and monitor internal controls, ensuring adherence to nonprofit financial management standards and safeguarding assets.
- Coordinate with the MFS organization to review policies and procedures for compatibility and compliance.
- Ensure adherence with GAAP, FASB, and other relevant regulatory frameworks that pertain to nonprofit accounting.
- Oversee grant compliance, ensuring that restricted funds are used appropriately and reported accurately.
- Oversee all procurement processes and vendor relationship management.

Grants Management and Reporting

- Understand the specifics of each grant award and ensure timely and accurate reporting of restricted and unrestricted funds to relevant stakeholders.
- Collaborate with program staff to ensure accurate financial tracking and reporting for projects.
- Support the development and review of financial reports for grant proposals and submissions

Financial Systems and Technology

- Support the integration of accounting, expense management, project management and other relevant software in coordination with the sponsoring organization's systems.
- Identify opportunities to improve financial and operational processes and workflows for greater efficiency and accuracy.
- Train staff on financial systems, reporting requirements, and budget management.

Education

Bachelor's degree in Accounting, Finance, or a related field; CPA preferred.



Experience

Minimum of 5 years of experience in technical accounting environments with at least 2 years of experience in understanding grant accounting requirements from federal and municipal funding sources; At least 2 years of managerial experience recruiting, training, and overseeing junior accounting staff; Experience working within a fiscally sponsored organization is highly desirable.

Skills

- Strong understanding of nonprofit accounting, including GAAP, fund accounting, and financial reporting requirements.
- Proven ability to lead budget planning and tracking cross-departmentally and assist with financial planning and analysis.
- Demonstrated experience in managing internal controls, audits, and compliance.
- Excellent communication and interpersonal skills to collaborate effectively with both internal stakeholders and external partners.
- Proficiency in cloud-based financial and accounting systems; experience with systems development and integration is a plus.

SALARY/BENEFITS:

Competitive/commensurate with experience and other qualifications. Competitive benefits package available, including Health, Life, and 401K. Employment with INVC requires proof of vaccination or an approved medical exemption.

To apply, please send a cover letter along with your resume to [hiring@nonviolencechicago.org](mailto: hiring@nonviolencechicago.org).

Institute for Nonviolence Chicago -- EEO Statement

Institute for Nonviolence Chicago 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, the Institute for Nonviolence Chicago complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.