

ONETABLE // Controller

OneTable is a North American Jewish nonprofit organization that combines technology and a peer to peer engagement strategy to build community and connection. Our core values oneg/joy, hachnasat orchim/welcoming, and kedusha/elevation inform everything we do. In addition to Shabbat resources for young adults, OneTable now provides direct support to older adults (55+) and offers a customized version of our technology and peer engagement strategy for other organizations seeking to grow organically. For more information please visit OneTable.org.

POSITION OVERVIEW

The Controller is a full-time position reporting to the Chief Operations Officer (COO). The Controller is responsible for ensuring the accuracy of the general ledger, establishing month-end close processes and generating timely and accurate financial statements on a monthly basis, maintaining records and internal controls, and overseeing the day-to-day accounting functions of OneTable. This position supervises a full-time Finance & Budget Associate.

Specific responsibilities include:

Accounting

- Provide leadership of OneTable's accounting function, managing all accounts, ledgers and reporting systems, ensuring compliance with appropriate GAAP standards and regulatory requirements
- Ensure the accuracy and completeness of the financial records and the timely recording of all financial transactions, including payroll, disbursements, pledges, cash receipts, inventory, and necessary accruals and adjusting journal entries
- Ensure a timely month-end close and bank reconciliation
- Maintain compliance with federal, state, and local requirements
- Ensure proper allocation of shared costs and review and improve methodology on a regular basis
- Responsible for maintaining internal controls and safeguards
- Identify and implement opportunities to streamline processes
- Train and support staff in fiscal policies and procedures
- Maintain the chart of accounts and institute an orderly electronic accounting and compliance document retention system
- Oversee financial systems in use including: Intacct, BILL, Divvy & Stripe
- Oversee Finance & Budget Associate's work to ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period

Audit & Risk Management

- In partnership with the COO, formulate, recommend, and implement sound fiscal policies, procedures and controls
- Audit internal processes, review accounting and administrative controls and ensure best practices are consistently applied
- Responsible for annual audit and preparation of federal filings. Manage all audit activity and preparation of the 990 by external audit firm

Reporting

- Produce monthly financial reports for management, the Board & funders
- Analyze financial data and present financial reports to clearly communicate and keep the COO and other leadership abreast of the organizations' financial status
- Work collaboratively with the program, data and development departments to ensure reporting is meaningful for decision-making and organizational growth

Grants Compliance Functions

- Oversee restricted grants accounting; ensure that expenditures are consistently aligned with funder requirements and prepare reports for funders
- Respond to questions around grant/contract spending and other finance questions from program and operations staff

Supervision

- Mentor and develop staff using a supportive and collaborative approach
- Establish and monitor staff performance and development goals, assign accountabilities, set objectives, establish priorities, and conduct annual performance evaluations

Key Attributes/Skill Set:

- Commitment to OneTable's mission and values
- A minimum of eight years of accounting and finance experience in a nonprofit setting
- Bachelor's degree in Accounting/Finance or equivalent training, Certified Public Accountant (CPA) strongly preferred
- Non-profit finance and accounting knowledge and experience as demonstrated by a thorough understanding of organizational audited financial statements, budgets, monthly reports, and projections, as well as underlying general ledger transactions, chart of accounts, direct program expenses and allocations, indirect cost structure and allocations, and grant and contract budgets
- A record of producing accurate financial information in a timely manner, having established trust from all data users
- Expertise in Intacct or similar software package

- Expertise in Excel
- Minimum of four years of in a leadership capacity for a finance department, preferably at a nonprofit organization
- Independent yet collaborative work style
- Excellent problem solving, analytical, and reasoning skills
- Flexible and adaptable style; management and supervision experience to grow a team of professionals.
- Other duties as required.
- Some travel required.

Salary and Benefits Package:

The salary range for this position is \$100,000 - \$120,000 commensurate with experience plus the following benefits:

- Health insurance — medical, dental, and vision insurance through Aetna; OneTable pays 85% of premium for employees / 50% for dependents.
- Pre-tax commuter benefits, a flexible or health spending account (FSA or HSA), short and long-term disability, and life insurance.
- Time off:
 - Paid time off (PTO) for personal, sick days, and vacation.
 - The office is closed for all major Jewish holidays, as well as most national holidays.
 - OneTable offices are also closed during the July 4th week and December 25 - January 1.
- As an organization rooted in the mission of spreading Shabbat, we know the importance of having time on Fridays to start winding down and preparing for our favorite weekly holiday. The OneTable offices close at 4:00 pm (local time) every Friday and at 12:00 pm on the first Friday of each month.
- Optional and discounted identity theft protection, legal assistance program, pet insurance, travel insurance, critical illness, accident, hospital indemnity insurance, and more.
- This position is an exempt salaried position, which is not eligible for overtime.

Location: OneTable offers a flexible hybrid work policy which allows you to work from anywhere in the United States. Full-time employees may choose to work from an office space (provided by OneTable) or fully remote.

To Apply:

Click to fill out our online application: <http://www.onetable.org/careers-apply>

Questions? Email careers@onetable.org

Application Process:

- Review of applications will begin immediately and continue on a rolling basis until the position is filled.
- Submission of Cover Letter and Resume outlining your interest in OneTable and how your qualifications match the job description
- 2-3 rounds of interviews with members of the OneTable staff and consultants
- Applicants that move forward may be asked to complete a written task
- There may be additional conversations with colleagues with whom they would be working

Note: *OneTable seeks to increase equity in its hiring and therefore to mitigate the inside edge sometimes given to those who have relationships with "field insiders," OneTable does not accept informal recommendations from individuals with personal connections to our staff or Board members and cannot factor such referrals into selection of candidates for interviews.*

Equal Opportunity Employer:

We deeply value the diversity of insight, perspective, and experience brought by people from backgrounds typically underrepresented in Jewish institutions. This includes Black, Latinx, Indigenous, and Asian people, Black Jews, Jews of Color, Sephardi and Mizrachi Jews, lesbian, gay, bisexual, trans, and gender non-conforming people, and people with disabilities. We also welcome applications from people of diverse religious, spiritual, and cultural backgrounds.

The organization provides equal employment opportunities to all applicants and employees without regard to race, color, religion, gender, sexual orientation, gender expression, age, alienage or citizenship status, creed, genetic predisposition or carrier status, national origin, disability condition, marital status, status as a disabled or Vietnam-era veteran, or any other protected characteristic as established by law. In addition, the organization affirmatively seeks to advance the principles of equal employment opportunity as it applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination, and all other terms and conditions of employment.