



Title: Controller
Reports to: COO
Hours: 30 hours/week, flexible hours, occasional evening and weekend work required
Salary: Based on experience
Benefits: Medical, vision and life insurance provided plus 401k
Leave: 7 Paid holidays + weekdays between Christmas & New Years Day, & 90 hours PTO

The mission of The Trail Conservancy is to protect, enhance and connect the Butler Trail at Lady Bird Lake for the benefit of all.

The Controller provides assistance and support to the COO and Finance Committee in all financial matters and is responsible for the financial activities of the Conservancy, including financial reporting, general ledger maintenance, and all bank and investment reconciliation. The Controller also assists with the annual budget, audit and tax return preparation. The Controller collaborates with all levels of Conservancy staff to ensure friendly, timely and accurate information to both internal and external clients.

Diversity, Equity and Inclusion are important values of The Trail Conservancy, and we encourage diverse individuals to apply.

Financial Reporting

- Performing or reviewing monthly account analysis and reconciliations, ensuring the accuracy of all general ledger accounts in accordance with GAAP
- Creating monthly financial reporting package for the Conservancy, Board of Directors and Staff
- Creating tracking and reporting for Canopy Fund and Restricted Net Assets
- Quarterly financial forecasting/annual budget
- Coordinating all audit activity
- Preparing and submitting government filings and reports (including working with the audit firm that prepares Form 990) and state filings
- Attending all monthly finance committee meetings and applicable board meetings

Financial Activities

Perform all daily financial activities including:

- Supporting budget preparation, quarterly budget forecasting, and regular budget tracking with staff
- Creating financial processes & procedures to monitor tax compliance and financial health of the organization
- Oversee processing of check and cash receipts and depositing funds at banking institution
- Oversee all vendor payables and receivables into the accounting system maintaining vendor records for tax reporting
- Process bi-monthly payroll as well as HSA and 401k contributions
- Oversee external bookkeeping firm

Banking and Investments

- Managing all bank and investment accounts
- Providing financial updates and reporting



What We're Looking For

- Bachelor's degree in accounting or related field.
- 3-5 years accounting experience, non-profit required.
- CPA, or CPA candidate, preferred.
- Fluency in financial management software and a comfort learning new systems.
- Ability to relay financial matters to people of varying levels of expertise.
- Strong communication skills; experience creating and delivering concise, compelling financial reports.
- Organizational, time management and multi-tasking skills, with the ability to handle multiple priorities simultaneously.
- Excellent collaboration skills and a strong service mentality.
- Ability to communicate professionally with staff, donors, board members, and volunteers at all times.