



Position Announcement: Controller

Roses in Concrete Community School in Oakland, California, seeks a Controller. This position is immediately open.

Who we are

Founded in 2015, the Roses in Concrete Community School is a K-8 charter school in East Oakland functioning as a center of health within the neighborhoods surrounding it with the goal of providing wrap-around services in education, health and job training. The long-term mission is to create a model for urban education that prioritizes the needs of youth and families as the pathway to building healthy and sustainable communities across the U.S. and around the world.

The name of the Roses in Concrete Community School was inspired by the book of poetry based on the writings of Tupac Shakur released in 1999, *The Rose That Grew from Concrete*. This vivid image captures the need to celebrate the tenacity and will of the rose that against-all-odds, finds a way to grow in the inhospitable and toxic environment of the concrete that it might transform the concrete into a rose garden.

Position Overview

The Controller reports to the Chief Financial Officer. The role is responsible for the overall management and integrity of the School's financial records by overseeing financial transactions, maintaining appropriate records, performing timely monthly closes, preparing necessary reports for management and the board, performing all necessary compliance activities, developing and managing the budget with the CFO, and establishing and maintaining appropriate controls, policies and procedures. We are seeking a collaborative team player with a high degree of integrity, accuracy, and with a strong and in-depth finance and accounting background/experience.

Responsibilities include, but are not limited to:

General Accounting and Finance:

- Responsible for all accounting functions, including Cash management, Accounts Payable, Payroll and monthly closes, working with our back-end provider to ensure accurate and timely financial information;
- Assist the CFO in developing, maintaining, and monitoring the School's budgets;
- Prepare monthly financial statements, including variance analyses and full-year forecast;
- Prepare account reconciliations on a monthly basis;
- Maintain internal financial controls;
- Maintain compliance with governmental regulations and GAAP;
- Perform proper analysis of incoming grant funds working with our Grant Writer to determine proper accounting.

Audit:

- Serve as lead person for managing the audit process with our external auditor including the interim and annual audits, reviewing and preparing schedules for auditors, and generating the financial statements and related footnotes;
- Coordinate preparation of all state and federal tax returns.

Compliance:

- Manage the compliance process and provide reports on compliance status for all Federal monies received, including the timely submission of CARS, Special Education SPED) and other compliance reports, as needed;
- Complete grant reports, State interim reports, and other compliance-related reports;
- Maintain and update the Compliance Calendar/Tracker to ensure that compliance deadlines are met on a timely basis



Other Responsibilities:

- Assist the CFO with long-term financial modeling, various financial analyses, and special projects as requested;
- Provide support for various Board committees including the Finance, Audit, and other ad hoc committees as requested;
- Prepare information for all periodic surveys and reports as required for proper compliance;
- Work with Head of School on process and systems improvements and implementation;
- Perform clerical and administrative functions related to the Controller position.

Qualifications:

- Bachelor's degree in Accounting required; CPA highly desired
- 5+ years of accounting experience in accounting with increasing responsibilities either at a company or in public accounting
- Experience in a non-profit organization preferred; experience at a school is highly desirable

Required Competencies:

- Proficiency in Microsoft Excel required (intermediate to advanced)
- Experience with accounting systems (Netsuite preferred), and a strong understanding of GAAP and practices
- Familiarity with non-profit accounting preferred
- Excellent written, oral and interpersonal communication skills
- Strong organizational skills, the ability to multi-task, and attention to detail
- Strategic and proactive problem-solving skills
- Financial modeling and forecasting skills
- Demonstrated supportive, collaborative and problem-solving attitude
- Adaptability, tenacity, and the ability to maintain grace under pressure

We offer a competitive salary based on experience. Benefits include medical and dental coverage, a retirement plan, four weeks of vacation, and most importantly, a vibrant, energetic environment.

In order to apply, please send a cover letter and resume at: recruiting@rosesinconcrete.org

Roses does not sponsor applicants for work visas. For more information about our school, visit our website at <http://rosesinconcrete.org>.

Roses, as an equal opportunity employer, does not discriminate in its hiring of employees on the basis of race, color, sex, sexual orientation, religion, creed, national origin, citizenship, marital or veteran status, age or disability. We actively seek diversity among faculty and administration as well as among students.
