



Executive Search Consultants

Controller
[FORT MASON FOUNDATION]
San Francisco, CA

The ideal candidate is a roll-up-your-sleeves accounting professional who will oversee and control all the Foundation's accounting and finance procedures and functions including financial records and reporting, budgeting, forecasting, internal controls and financial management consulting.

BUSINESS DESCRIPTION

Fort Mason Center (FMC) is embarking on an ambitious new strategy to transform the 13-acre campus of piers and warehouses located on San Francisco's breathtaking waterfront. The Center is home to numerous nonprofit organizations, and annually hosts over 15,000 events in its 300,000 square feet of exhibit, conference, performance, gallery, classroom, and retail space.

FMC is a national historic landmark and a partner of the National Park Service's (NPS) Golden Gate National Recreation Area. The Fort Mason Foundation is FMC's management and fundraising arm, responsible for ensuring the fiscal and physical well-being of the Center.

New federal mandates require NPS partners to be self-sustaining in order to qualify for government funding of capital projects. In response, the Foundation is pursuing a series of entrepreneurial initiatives to reposition the organization to meet this challenge. By far, the greatest endeavor the Foundation will undertake is renovating and upgrading the Center's venues to attract and accommodate a dramatic new range of programs and activities for Bay Area residents, businesses, and tourists.

To meet these ambitious goals, the Foundation must expand and enhance the organization's management and staff. It therefore seeks strong, savvy, highly-experienced, and well-connected professionals with the ability and tenacity to take the organization to this next level.

RESPONSIBILITIES OF THE CONTROLLER POSITION

You understand the nuts and bolts of accounting procedures in a not-for-profit environment and enjoy overseeing and running the accounting, systems, budgeting and forecasting functions.

This includes supervision and review of all accounting journals, general ledger, payables and receivables, payroll, property, budget preparation and reporting, statistical accumulation, and what-if analysis. You are the point person for establishing standard accounting procedures and guidelines, and will consistently review entries to the general and statistical ledgers to assure their accuracy and compliance with same. As necessary, the ideal candidate will recommend changes in financial policies and procedures

You have experience recruiting and managing accounting professionals.

The Controller will assist in the recruitment of accounting personnel and supervise their daily activity. This individual will attract, train, evaluate and mentor accounting and human resource staff.

You are comfortable and familiar with Financial Software.

The ideal candidate will assist in the selection of appropriate Accounting/Financial software, as well as with planning and implementing any changes in the accounting system.

You will coordinate and prepare financial and operational reports as required.

The Controller coordinates and prepares for financial audits. S/he prepares and/or reviews required tax returns. The ideal candidate will assist the Foundation's departments in reviewing budget reports and preparing annual expense and activity budgets. You will also assist in preparing cost reimbursement reports.

In brief, the Controller will review and monitor established internal controls to assure proper compliance, recommending changes in financial procedures as needed.

WHAT ABOUT YOU? YOUR PROFESSIONAL SKILLS AND PERSONALITY

Supervisory Experience and Ability in the Accounting Field.

The successful candidate's background demonstrates a combination of experience, education, and training that would provide the level of knowledge, skill and ability necessary to direct the accounting function of a major San Francisco foundation.

You are a proactive solution-oriented individual who is adept at influencing and making decisions.

Comfortable working under project deadlines, the Controller is able to prioritize multiple tasks in a fast-paced environment. Armed with excellent written, verbal and presentation skills, this individual is an independent self-starter who also works effectively in a team environment. You know how to build strong relationships and collaborate to reach common objectives.

Educational and Experience Requirements

- B.S. degree with accounting major.
- Minimum 5 years experience with demonstrated supervisory ability.
- CPA is highly desirable.
- Prior nonprofit experience is suggested but not essential.
- Flexible hours including some nights or weekends.

Compensation

- Competitive base salary and attractive benefits package.
- Fort Mason Foundation is an equal opportunity employer.

INTERESTED IN LEARNING MORE? CONTACT STANTON CHASE

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ABOUT US: WHO IS STANTON CHASE?

With 57 offices in 35 countries, Stanton Chase is a top-ten global retained executive-search firm.

Our industry niches include: financial and professional services, non-profit and education, technology, life sciences, and consumer products/wines. The Northern California office of Stanton Chase is locally-owned and managed. Clients benefit from our high-touch local knowledge combined with the firm's global reach. More information can be found at www.stantonchase.com.

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