



CALIFORNIA
HISTORICAL
SOCIETY since 1871

Assistant Controller

1/3/19

The Position

Make a big difference in a small non-profit organization! As Assistant Controller reporting to the Director of Finance at The California Historical Society, you will manage all day-to-day accounting operations, ensure that accounting records are maintained in accordance with GAAP, and maintain adequate internal controls that mitigate risk and ensure the accuracy of reported financial results.

About Us

The California Historical Society is on a mission to inspire and empower people to make the State's richly diverse past a meaningful part of their contemporary lives in order to create a more just and informed future.

Today, CHS is embarking on a four-pronged effort to increase its public accessibility, relevance, and impact through innovative and thought-provoking exhibitions; impactful educational programs for youth and adults; expanded programming in Southern California (where CHS holds significant collections in partnerships with the Autry National Center and the University of Southern California); and a major digital preservation, management, and access initiative. Importantly, CHS has received a major grant from the State of California (through the State Library) to evaluate a relocation to the Old U.S. Mint via a partnership with the City and County of San Francisco.

Together, our small collaborative and dedicated staff is creating an ambitious and exciting future.

Responsibilities include:

- Oversee the administration of the accounting department to ensure accuracy, timeliness, and efficiency of operations; functional areas include accounts payable, contracts management, reconciliations, financial reports, daily sales, and payroll for a staff of 30.
- Working closely with the Director of Finance, manage the monthly financial close in accordance with established management and governance parameters; prepare, post and/or approve various journal entries.
- Reconcile all bank, investment, and balance sheet accounts on a monthly basis; maintain balance sheet schedules, and identify, investigate, and report all discrepancies.
- Directly supervise accounting staff of two, providing leadership, vision, and professional expertise, managing performance, and promoting staff engagement and professional development.
- Assist CHS management in the planning and administration of the organization's annual budget (\$5.0M in fiscal '18-19) by issuing complete and accurate financial statements, researching variances from budget, and reporting significant issues or trends, and recommended solutions, to the Director of Finance.
- Ensure the consistency and integrity of accounting practices by documenting policies and procedures, establishing a system of controls over transactions, maintaining a chart of accounts, and sustaining an orderly accounting filing system.
- Lead the annual audit process including coordinating the collection and dissemination of information, and being primary point of contact for the auditors.
- Assist Director of Finance with cash flow forecasting by maintaining daily inflows and outflows
- Coordinate accounting cash needs during off site events and maintain appropriate level of accounting office petty cash to support operations

- Assist Director of Finance with financial analysis, special projects and other duties as assigned

Skills, Experience, and Education

Education:

·Bachelor's degree in accounting required (note: directly relevant experience plus a Bachelor's in a related field may substitute for the Accounting degree requirement)

Previous Experience:

3 - 5 years of related and progressively responsible accounting and supervisory experience, preferably within a multi-faceted nonprofit organization;

Prior experience with monthly close and financial reporting, working with a collaborative budgeting tool (e.g. Adaptive Insights), and working with temporary restricted net assets required

Qualifications:

- Solid understanding of GAAP accounting; some nonprofit accounting knowledge preferred
- Ability to perform detailed work with accuracy and high quality
- Excellent interpersonal and leadership skills with individuals at all organizational levels
- Ability to communicate clearly and concisely, both verbally and in writing
- Ability to work well under pressure, to adapt to changing priorities, and to successfully manage and implement multiple projects and processes within deadlines and budgetary constraints
- Proficiency in Microsoft Office, including advanced Microsoft Excel proficiency
- Proficiency in Quickbooks Premier Desktop Version, and/or Quickbooks Enterprise Solutions; Adaptive Insights (or other collaborative budgeting tool), Revel or other Point of Sale Software; familiarity with Tessitura Network CRM, and with e-commerce software is a plus.
- Demonstrated ability to take initiative and focus on results.

Things you should know:

The California Historical Society is an Equal Opportunity Employer, deeply committed to diversity among its staff. This is a full-time exempt position located in the heart of San

Francisco's Yerba Buena Cultural District. Benefits include fully paid employee health, vision, dental, life, and AD&D, a generous holiday and time off policy, and a team full of interesting and warm people to work with. Position occasionally requires some overnight travel, evenings and weekend work.

Interested candidates should submit a cover letter and resume or C.V. to sjordana@calhist.org. Resume review will begin immediately and continue until position is filled.