



Controller

The Lawyers' Committee for Civil Rights Under Law is one of the leading national civil rights legal organizations, with the principal mission of fighting racial discrimination faced by African Americans and other racial and ethnic minorities. The Lawyers' Committee was formed in 1963 at the request of President John F. Kennedy to enlist the private bar's leadership and resources in combating racial discrimination and the resulting inequality of opportunity – work that continues to be vital today.

The Lawyers' Committee seeks a dedicated and highly-motivated Controller to help support a busy Accounting Department. The Controller will be responsible for performing highly specialized accounting work required to maintain the organization's general ledger. Working under the supervision of the Chief Financial Officer (CFO), the Controller will lead all day-to-day accounting operations and supervise some staff members including functional responsibility over accounts payable, cash receipts, payroll and the general ledger. The Controller will ensure that the systems and procedures in place support effective program implementation and flawless audits. The Controller will work closely with the CFO, and the administrative operations--Human Resources (HR) and Information Technology (IT) staff to enhance and better integrate finance, administration, HR and IT functions.

The Controller will also be responsible for preparing monthly financial statements in accordance with Generally Accepted Accounting Principles (GAAP) and for leading the annual audit and 990 process.

This is a full-time position based in Washington, DC. The Controller will work under the supervision of the Chief Financial Officer. This position supervises the Staff (Payroll) Accountant, Grants Accounting Manager, Accounting Manager and Accounting Temp positions.

Specific Duties and Responsibilities:

- Supervise, direct and review the accounting functions (including, but not limited to, cash reconciliations, investment account reconciliation, *accounts receivable transactions*, fixed asset activity, *accounts payable transactions*, recording of revenue and expenses, etc.);
- Review routine journal entries and monthly Balance Sheet account reconciliations (prepaids, advances, accrued expenses, deferred rent, etc.);

- Lead and manage the month-end and year accounting close process; Produce monthly and annual financial statements and ad hoc financial reports to be reviewed by the CFO;
- Maintain deferred rent/lease schedules;
- Lead the annual audit processes; liaise with auditors and other internal and external agencies as needed;
- Prepare annual tax returns (990), and other corporate and state filings;
- Manage organizational cash flow forecasting by working in partnership with the Grants Accounting Manager and CFO;
- Manage and track the performance of invested assets in keeping with policies and investment guidelines;
- Run and edit financial budget comparison statements on a monthly basis;
- Support the CFO in engaging the board's Audit and Finance Committees around issues and trends in financial operating models and delivery;
- Make and implement recommendations to improve accounting processes and procedures;
- Assist in monitoring internal controls;
- Assist CFO with annual institutional budget formulation and implementation;
- Serve as back-up support to the Grants Accounting Manager for preparing funder required grant financial reports;
- Develop relationships with key managers by providing value added guidance to assist with financial reporting; and
- Perform other duties as assigned.

Minimum Requirements and Competencies:

- Deep commitment to the advancement of racial justice and civil rights;
- BS/BA in Accounting or Finance or equivalent degree is required; CPA is a plus;
- 5-8 years of progressive experience in all aspects of nonprofit finances and at least 3 years of experience managing operating budgets;
- 2 or more years of supervisory experience;
- 2 or more years of managing the day-to-day operations of an Accounting/Finance department;
- Keen analytic, organization and problem-solving skills which allow for strategic data interpretation versus simple reporting;
- Working knowledge of project management;

- Must be able to coordinate multiple tasks, concurrently being thorough and comprehensive;
- Proven ability to analyze and enhance systems for optimal performance;
- Must be a self-starter, demonstrate sound professional judgment and have the ability to anticipate and address obstacles and challenges foresight;
- Must have a collegial, customer-service orientation when engaging the broader staff;
- Demonstrated ability to work effectively with internal and external stakeholders such as employees, funders, board members, customers and outside vendors;
- Proven ability to work independently as well as part of a team;
- Ability to manage deadline requirements; and
- Proficiency in MS Dynamics Accounting Software and MS Excel.

To Apply: Please submit a cover letter and resume including graduation completion dates to <https://podio.com/webforms/25426555/1886395>. No calls will be accepted. Salary and benefits are competitive for a nonprofit legal organization. Staff Benefits include Employer Sponsored (Medical, Dental and Group Life & AD&D); Voluntary Benefits (Vision Insurance, Short-Term Disability, Long-Term Disability and Supplemental Life) coverage; the opportunity to participate in the 403(b) Retirement Plan; Voluntary Flexible Spending (Medical and/or Dependent Care) and Stipends (Cell Phone and Commuter/Parking Benefits); 11 paid Holidays and Vacation/Sick days.

Commitment to Diversity and Inclusion: The Lawyers' Committee embraces diversity and inclusion in our workplace. We strongly encourage candidates of color and candidates from underrepresented communities to apply. The Lawyers' Committee does not discriminate on the basis of actual or perceived race, religion, color, national origin, ancestry, disability, medical condition, marital status, sex, age, sexual orientation, gender identity or expression, family responsibility, personal appearance, genetic information, matriculation, political affiliation or any other status protected under law.

Accessibility Assistance: Although calls will not be accepted regarding questions about the position, if you are an individual with a disability and need assistance completing the online application, please call 202-662-8600 and ask for an applicant accommodation or send an email with the subject line "Applicant Accommodation" to kcoates@lawyerscommittee.org.