



Controller

This is a full-time position at 40 hrs a week

F5 Project is hiring a full-time financial Controller to join our team to handle a variety of financial and budgeting tasks. This person will be responsible for establishing budgets and organizational processes to help teams stay on track. Attention to detail, excellent communication skills and ability to provide detailed records & reports are a must for this position.

If you're an individual that has a passion for numbers and wants to make an impact supporting individuals in our community - we're looking for you!

Overview of Responsibilities:

- Oversee all financial control activities including the review and analysis of monthly and quarterly numbers and disclosures
- Maintain processes for revenue receipts, costs, team and organizational budgets and actual expenditures
- Establish financial and operating benchmarks, budgets, and reporting standards on biweekly, monthly, and annual basis
- Collaborate with the executive team to establish effective processes and controls to ensure the integrity of a company's ledger
- Ensure that F5 Project meets the necessary tax, permit and licensing requirements
- Provide the executive team with accurate and comprehensive financial information to guide policy making and financial strategizing
- Summarize budget trends, analyzing deficiencies and reporting variances to the executive team
- Provide external auditors with the necessary documentation and support
- Take care of tax preparation duties or liaising with external tax accountants for tax preparation
- Other duties as assigned

Skills, Knowledge and/or Abilities Required:

- College degree (or equivalent) in business, accounting, or related field required
- Solid knowledge of standard accountancy, accounting principles, and finance best practices
- Proficiency in QuickBooks
- A strong understanding of tax codes and laws
- Strong analytical skills to effectively create and analyze financial reports, budgets and financial forecasts

**Benefits and Culture:**

- Unlimited PTO
 - Competitive Health, Dental, and Vision Care
 - 7 Paid Holidays
 - Generous paid parental leave
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About F5 Project

Started by a former inmate in 2016, F5 Project was founded to help individuals struggling with incarceration, mental health and addiction by providing resources and services to help obtain employment, housing, health care, and other basic needs. By empowering individuals to create meaningful change in their lives through support and grace, F5 Project restores purpose for individuals, fosters healing, and rebuilds stronger communities.

To Apply: Send both a cover letter and resume to Jeff Vanlaningham at jeff@f5project.org. Please include "Controller" in the email subject line.