



GROUNDSWELL FUND

JOB ANNOUNCEMENT

CONTROLLER

Reports to:	Chief Financial Officer
Works with:	Community, Culture, Currency Department
Location:	This is a full-time, telecommuting position.
FLSA/Classification:	Exempt, Full-time, Regular
Salary:	\$110,000 annually or commensurate with experience

Overview: [Groundswell Fund](#) is a public foundation that resources intersectional, solidarity-based grassroots organizing work that centers Black women, Indigenous women and other women of color including Transgender women of color. We fund within many social justice movements and are the largest funder of the U.S. Reproductive Justice (RJ) movement. For more than a decade, we have enabled foundations and individual donors to increase the impact of their giving by offering a different kind of philanthropic model. Different in who we are: A program staff of women of color, transgender people of color, and gender-nonconforming people of color who come directly out of community and labor organizing and have a combined 70+ years of grassroots organizing and civic engagement experience within communities of color; a board comprised of grassroots leaders shaping strategy alongside funders and donors. Different in who we support: primarily Black and Brown women, including transgender women of color who are organizing at the grassroots. Different in how we support the field: not just through grants, but also through capacity-building support focused on boosting grassroots power, and funder organizing that lifts up our grantees to a larger audience of funders and donors who can move resources to their work, whether or not these resources come through our doors. Groundswell moves at least 80 percent of the dollars that come in our doors back out to the field.

Since 2003, Groundswell has moved more than \$100 million to the field in grants and capacity-building support; increased the giving of dozens of national and local foundations; and helped bring thousands of new individual donors into the RJ movement. Our grantees have been instrumental in the passage of more than 345 pro-RJ policies at the state and local level and in blocking many regressive policies, and they have built a growing grassroots base of support for RJ across the U.S. In 2017, we expanded our funding to support multi-issue organizing led by WOC and transgender people of color across other social justice movement sectors, from environmental and economic justice, to immigrant and LGBTQ rights, and on. We also launched a 501(c)(4), Groundswell Action Fund, one of the largest c4 funds in the country centering WOC-led c4 work. In the next 6 years, Groundswell Fund plans to move \$100M to support grassroots organizing across of our c3 and c4 funds. Please learn more about our 2020-2025 Blueprint [here](#).

Position Summary: The Controller's role is to partner with the Chief Financial Officer (CFO) to ensure the fiscal integrity and financial compliance of Groundswell Fund and Groundswell Action Fund. The Controller is responsible for the timely and accurate entry of all financial transactions into the accounting systems and related schedules, managing all accounting activities, related consultants, and department systems with general supervision.

Responsibilities:

General Accounting

- Supervise all accounting job duties complying with generally accepted accounting practices for 501 c 3 and 501 c 4 nonprofit accounting.
- Oversee all accounts, ledgers, and reporting systems, ensuring compliance with appropriate GAAP standards and regulatory requirements.
- Drive preparation of accurate and timely monthly and year-end close, financial reports, budgets, and reconciliations.
- Manage quarterly close process, including but not limited to account reconciliations, accrual schedules, and general entries.
- Provide reporting support for funders and departments as requested.
- Supervise cloud-based accounts payable, including credit card processing, accounts receivable, cash receipts, cash disbursements, and accounting folders.
- Liaise with the HR & Operations Manager to record payroll in the general ledger.
- Supervise the consultant tracker, reconciliation, and preparation of 1099s.
- Work with the Grantmaking team to reconcile grant payments and cash receipts.
- Supervise period-end financial activity with staff, including but not limited to credit card processing, reimbursements, and timesheets.
- Maintain financial schedules such as depreciation, fixed assets, prepaids, etc.
- Ensure that accounting procedures and internal controls are followed.
- Support the development of the annual budgeting process.
- Coordinate and support with two annual fiscal audits by an outside CPA firm.
- Participate in special projects and provide ad hoc reports as requested.

Related Ongoing Tasks

- Supervise the Accounting Manager.
- Serve as primary point of contact for Bicycle Accounting firm.
- Oversee operational systems and processes for the department.
- Analyze, recommend, and implement process changes where appropriate.
- Liaise with vendors, insurance, and banks regarding account issues and requests.
- Supervise and provide new hire orientations and finance-related trainings to the staff.
- Work with all employees, including department Directors, on financial matters.
- Assist CFO with creation and implementation of financial policies and practices, including research regarding best practices and regulations.
- Participate in all-staff meetings and activities to foster excellent teamwork and keep abreast of the organization's current work in order to facilitate proper handling of financial transactions.
- Participate in organizational activities, including staff planning and work evaluation.

Other Duties

- Utilize direct communication and proactive problem solving to address internal organizational challenges and disagreements.
- Work proactively and in good faith to support and strengthen the overall stability and effectiveness of the organization.
- Complete required reports and paperwork accurately and within agreed upon time frame.
- Perform other duties as assigned.

Qualifications:

To perform this job successfully, it is important that the candidate have at least 5-7 years of experience, including:

- Experience with CPA audits.
- Experience working with \$5 million budget or more.
- Nonprofit GAAP knowledge.
- Nonprofit accounting experience.
- Mastery of Microsoft Excel.
- Demonstrated alignment with Groundswell's mission, vision, and values.
- Proactive, hands-on, strategic thinker who will own responsibility for the finance functions of the organization in partnership with the CFO.
- Ability and desire to communicate complex financial concepts to individuals at all levels of the organization.
- Experience in public or private foundations is a plus.
- Project management experience is a plus.

This is a remote position and applicants must be able to work from home.

Computer Skills: To perform this job successfully, an individual should have an openness to learning and working with technology, including QuickBooks Online, Concur, Bill.com, Microsoft Office 365 and suite of programs, G-suite, Slack, Asana, Zoom, and PC computers.

Work Schedule: Groundswell is a completely virtual organization, allowing for flexibility in work schedules for our staff across differing U.S. time zones. While work can usually be completed during standard business hours of the applicant's time zone, there may be times where early morning, evening, and weekend work may be needed to ensure organization-wide collaboration, to staff or attend events, and/or to meet organization workload needs during busy times of the year. When travel is possible again, staff whose jobs require travel can expect longer hours, as travel may happen outside of business hours and on weekends.

Travel: When travel is safe again, must be available to travel at least 3 times a year for overnight events/meetings across the U.S. *Travel needs will be evaluated and determined on an ongoing basis with an eye toward staff safety as we continue navigating COVID-19.*

Compensation/Benefits: Annual salary is \$110,000 or commensurate with experience. Very generous benefits include fully paid for employee and family health, dental, vision, matching 401K plan, as well as additional employer-provided reimbursements for fertility expenses, transgender health care costs and midwifery/doula expenses that are not covered by insurance. Three weeks of vacation upon hire and a generous holiday schedule including a week during the summer and the last two weeks of December, as well as a flexible work schedule.

To Apply: Please email a resume, three professional references, and a cover letter that includes your salary expectations and describes why you feel you are a strong candidate for this position to Jazmin Edwards, Senior HR and Operations Manager, at hr@groundswellfund.org. Applications will be accepted and reviewed on a rolling basis until the position has been filled. Due to the high volume of applications, only those selected for further discussion will be contacted. Please, no phone calls.

Equal Employment Opportunity: The Groundswell Fund is a 501(c)(3) public charity incubates new and innovative public-interest projects and grant-making programs. We are committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and that enables each of us to realize our potential. Our work environment is safe and open to all employees and partners, respecting the full spectrum of races, ethnicities, national origins, ages, sexual orientations, gender identities, beliefs, religions, faiths and ideologies, cultures, socio-economic backgrounds and levels of physical ability.