



## Job Announcement

**Date:** June 27, 2008

**Position:** 100%

**Title:** Controller

New

Replacement

**Dept:** Fiscal

**Program Title:** Finance

**Reports to:** CFO

**Brief Description:** Join one of San Francisco's most dynamic and innovative social service agencies. Family Service Agency of San Francisco (FSA) is seeking a Controller for our Fiscal department. Established in 1889, FSA is now San Francisco's largest provider of outpatient social services. Progressive, dynamic, and innovative, FSA offers a supportive, fiscally sound, and rapidly growing workplace that rewards intelligence, energy, and innovation. FSA is a leader in offering a continuum of comprehensive and responsive services to meet the needs of San Francisco's vulnerable and disadvantaged families and individuals. We provide an encyclopedic array of programs that reach across all ethnic, cultural, linguistic, and economic lines, with particular emphasis on low-income families, children, the elderly, and the disabled.

The right candidate will offer energetic, outstanding teamwork within an agency that is transforming the state of mental-health care in San Francisco.

### HIGHLIGHTS OF DUTIES AND RESPONSIBILITIES:

- Responsible for entire accounting function from A/P, A/R and Payroll.
- Manage the accounting staff on daily functions & activities
- Maintain the general ledger.
- Maintain daily/weekly cash flow.
- Responsible for coordinating and preparing for the multiple external financial audits.
- Review & approve all contract billings and monthly reconciliation's.
- Review & approve all accounts payable ROE's
- Review & approve semi-monthly payroll
- Prepare for monthly closing.
- Distribution of monthly expense reports to Division Directors and Program Managers by cost center.
- Prepare monthly financial statements for Finance Committee.
- Other financial analysis when necessary.

- Assist with monitoring the budgets.
- Other duties and special projects as assigned by CFO.

**SKILLS AND QUALIFICATIONS:**

- BA with emphasis in Business or Accounting preferred
- Minimum of 5 years with accounting or experience in similar positions.
- Excellent spreadsheet, database, and word processing skills, MAS90 Accounting experience.
- Excellent written and oral communication skills.
- Excellent decision maker

**RESUME/COVER LETTER:**

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