



Assistant Controller

The National Association for Latino Community Asset Builders (NALCAB) is a national membership organization representing 200+ nonprofits that serve diverse Latino communities in all 50 states, Washington, DC and Puerto Rico. With offices in San Antonio, TX, and DC, we are a grant maker and US Treasury-certified Community Development Financial Institution (CDFI). We support our members through training, funding, policy advocacy and resources to amplify the impact of their programs and services. Working together, the NALCAB network is able to affect real change.

NALCAB Network members invest in their communities by building affordable housing, addressing gentrification, supporting small business growth, and providing financial counseling on issues including credit building and homeownership.

Our mission: NALCAB strengthens the economy by advancing economic mobility in Latino communities.

Summary:

The Assistant Controller is responsible for supporting the financial management of the organization, ensuring financial statements are prepared according to generally accepted accounting principles (GAAP); and assisting in the preparation of financial reports for internal and external stakeholders, including funders, donors, and investors. The Assistant Controller has supervisory, Project Management, and Financial Forecasting responsibilities. The Assistant Controller will report to the Controller.

Essential Duties and Responsibilities:

- Prepare and review monthly, quarterly, and annual financial statements in compliance
- with GAAP, specifically focusing on nonprofit standards.
- Generate financial reports for various stakeholders, including donors and government agencies.
- Ensure compliance with grant agreements, donor restrictions, and applicable laws, including federal and state regulations.
- Assist in implementing and maintaining internal controls to safeguard assets and ensure accurate financial reporting.
- Assist with organizational budgets and cash forecasts in collaboration with other staff.
- Assist with internal or external income tax preparation.
- Identify and project manage the implementation of improvements to accounting systems and processes, including automation and digitation of financial reporting.
- Collaborate with other departments to streamline financial workflows and ensure that financial data is accurately captured.



- Support Controller and Chief Financial Officer with adhoc analysis and projects as requested.

Qualifications:

- Bachelor's degree in Accounting, Finance, or a related field CPA, CMA, or
- CGMA certification is preferred. Knowledge in nonprofit accounting is essential.
- 5+ years progressive accounting experience with at least 2 years in nonprofit financial management.
- Proficiency in bookkeeping and accounting processes.
- Advanced Knowledge of U.S. GAAP, specifically for nonprofits.
- Experience with accounting software (NetSuite, QuickBooks, Sage Intact);
- Advanced Microsoft Excel skills.
- 3+ years Project Management experience, Project Management Certification is a plus
- 3+ years Modeling and forecasting experience
- Strong analytical skills
- Excellent verbal and written communication skills.
- Strong leadership skills.
- High attention to detail and accuracy.

Work Environment:

The work environment is representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Core business hours are 8:30AM to 5:00PM CT whether working remotely or in the office.

Position Type:

Full-Time.

Compensation:

\$75,000-\$85,000 Commensurate based on experience.

Location of Employment:

San Antonio, Texas.

Benefits:

Our commitment to your success is enhanced by our competitive compensation and extensive benefits package including paid time off, medical, dental and vision benefits and future growth opportunities within the company. Plus, we work to maintain the best possible environment for our employees where people can learn and grow with the organization.



To Apply:

To respond to this opportunity, please email resume to:

<https://insperity.avature.net/careers/JobDetails?jobId=19770>

Also please add **Assistant Controller** in the subject line.

EEO Statement:

NALCAB is committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and staff without regard to race, color, religion, sex, pregnancy, national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, military and veteran status, and any other characteristic protected by applicable law. NALCAB believes that diversity and inclusion is critical to our success, and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool