

# evelyn & walter HAAS JR. fund

## CONTROLLER

### Position Description

June 2025

The Evelyn and Walter Haas, Jr. Fund works to advance equality and justice so every person can thrive and live life with dignity and hope. Rooted in the Bay Area, the Haas, Jr. Fund is guided by an enduring set of core values. These values reflect the founders' vision and shape everything the Haas, Jr. Fund does.

- **Inclusion:** We celebrate the rich differences in human identity and embrace the perspectives of all people.
- **Respect:** We are guided by the wisdom and voices of people and communities working for change.
- **Collaboration:** We believe in the transformative power of working together to advance a shared vision.
- **Courage:** We take a stand to make a deep and lasting difference on urgent social issues.

### About the Evelyn & Walter Haas, Jr. Fund

The Haas, Jr. Fund focuses on a set of issues confronting California and our Bay Area community. Among our priorities: building a fairer, more representative democracy in California; advancing more humane approaches to immigration and expanding opportunities for immigrant youth and families; and making higher education more affordable for lower-income California students. For more information, visit us online at [www.haasjr.org](http://www.haasjr.org). The Haas, Jr. Fund has a full-time staff of 16 and assets of approximately \$465 million. Located in downtown San Francisco, it has awarded over \$700 million in grants since its founding in 1953.

The Haas, Jr. Fund aspires to build an organizational culture that is inclusive and that allows all of us to live and breathe our values and lean into Haas, Jr.'s core strengths. We believe deeply in our staff members, we take care of each other, and we work to develop our colleagues' skills and help them grow. We collaborate to lift up good ideas and diverse perspectives while embracing innovative solutions. We work with passion and gratitude for the opportunity to make a positive impact and change people's lives.

## **Position Summary**

Reporting to and partnering with the Vice President of Finance and Operations (VPFO), the Controller is responsible for the day-to-day accounting for the Fund's financial transactions, as well as for developing, implementing and ensuring compliance with financial policies and procedures consistent with generally accepted accounting principles (GAAP). The Controller is a key member of the Fund's finance team and is responsible for maintaining and continuously improving the system of financial controls, including general accounting, investment accounting, tax compliance and planning, budgeting, banking, payroll and benefits. The Controller supervises the Senior Accountant and partners with the Program team, virtual Chief Technology Officer (vCTO), and Senior Associate of Human Resources to support alignment across accounting, HR, programs, and IT.

## **Essential Functions, Duties, and Responsibilities**

The Controller reports to the VPFO. The position has responsibilities in four primary areas: Accounting, Control and Risk Management, Compliance, and Grants Management System (GMS) Oversight.

### ACCOUNTING

- Ensure that financial transactions, policies, and procedures are aligned with the Fund's strategic objectives, day-to-day needs, and regulatory requirements
- Lead the annual budgeting process; monitor financial plans, analyze and correct variances, and communicate findings to the leadership team and budget managers
- Lead forecasting and cash flow management processes to support organizational planning and decision-making
- Analyze and manage the accurate and timely preparation and dissemination of financial management reports including, but not limited to, monthly and quarterly reports on the annual budget and interim financial statements
- Lead the training of any new accounting and grant management system platforms, ensuring accurate financial recording and reporting of all accounting and grant-related transactions, including multi-year commitments and payout projections
- Supervise and mentor the Senior Accountant, providing guidance and professional development through regular feedback and performance management. Oversee their work, including but not limited to:
  - Bank and G/L account reconciliations, and the maintenance of fixed asset and depreciation schedules
  - Accounts and grants payable functions, the grantmaking budget, and grant payout
  - Payroll processing, benefits payments, and pension contributions

- Work closely with the VPFO and HR on employee benefits and pension plan administration and compliance, including acting as Secretary of the Pension Plan Investment Committee
- Participate in a wide variety of special projects

### CONTROL AND RISK MANAGEMENT

- Design and implement appropriate internal controls, including accounting policies and procedures; monitor control effectiveness, and communicate risks
- In partnership with the VPFO, vCTO, and HR, participate in the ongoing development and maintenance of the Fund's Incident Management Plan and related business continuity and disaster recovery plans
- Ensure appropriate documentation of internal controls is maintained for all contracts and grants management functions. Oversee the review of all independent contractor agreements for accuracy and compliance, including tracking and approval
- Support the VPFO and Investment Committee by providing appropriate materials (i.e., data, analyses, reports, minutes, etc.) in a timely manner and implement its decisions and policies
- Document and archive records of all investment and audit committee decisions on behalf of the organization

### COMPLIANCE

- Coordinate and lead the annual audit process, liaising with external auditors and assessing any needed changes
- Prepare audit schedules, financial statements, and footnotes for the Fund's year-end financial statement audit
- Manage all federal, state, and local tax and regulatory reporting requirements, including preparation of federal and state tax filings, working closely with external tax preparers
- Respond to and resolve all correspondence from government agencies, including the IRS, FTB, EDD, and various states and local agencies
- In partnership with HR, oversee payroll, employee benefits and retirement plan administration and compliance, including relationships with third party benefit consultants

### GRANTS MANAGEMENT SYSTEM (GMS) OVERSIGHT

- Provide strategic oversight of the Fund's GMS platform to ensure alignment with financial, operational, and compliance objectives
- Integrate GMS functionality into financial workflows to support IRS compliance for private foundations, grant lifecycle documentation, expenditure responsibility, and legal verification

- Maintain and update grantmaking policies and lead organization-wide education on compliance protocols
- Monitor GMS performance, ensure data accuracy, generate timely financial reports, and identify process improvements

## **Skills & Qualifications**

### Required

- Ten or more years of experience in a senior accounting position, preferably in a controller role
- CPA certification or equivalent, with prior audit and tax experience
- Desire to work as a hands-on manager in a dynamic, mission-driven environment
- Demonstrated commitment to positive social change and a passion for the Fund's mission
- Excellent systems and data skills including advanced knowledge of accounting, data, and reporting systems (i.e., QBO, BILL, Expensify, GivingData, Paychex Flex, Egnyte)
- Able to promote a positive and supportive work environment with solid supervisory and professional development skills
- Strong analytical skills, accuracy, and attention to detail
- Absolute integrity and credibility
- Strong self-direction and problem-solving skills
- Deep commitment to continuous education

### Highly Desirable

- Nonprofit or philanthropy sector experience
- Prior Controller or Assistant Controller experience
- Experience managing a \$30M+ budget

## **Salary and Benefits**

The Haas, Jr. Fund offers competitive salaries and a comprehensive benefits package. The salary range for this full-time position is \$155,000 to \$185,000, depending on experience, credentials, and industry-related knowledge. Benefits include generous medical, dental, and vision plans; paid time off and holidays; a strong employer-funded 401(a) retirement plan (no employee contribution required); a mass transit subsidy; a monthly communications stipend; and volunteering and matching grant support.

The Haas, Jr. Fund operates under a hybrid work policy that requires employees to be in the downtown San Francisco office two days each week, along with participation in organization-wide events. From time to time, additional in-person presence may be requested based on team or project needs. In compliance with the Fund's mandatory vaccination policy, the Fund requires proof of full vaccination against Covid-19 as a

condition of employment. Accommodation based on medical and religious exemptions will be considered.

To apply, please email a cover letter, resume, and a list of three references to [hr@haasjr.org](mailto:hr@haasjr.org). (Candidates will be notified in advance before we contact any references.) Use the subject line: **Controller**.

Please submit PDF files only—ideally as one combined document. Applications will be reviewed on a rolling basis until the position is filled.

Note: We're only able to consider applications that include a cover letter. No search firms, please.

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<https://www.linkedin.com/jobs/view/4259597286>