



POSITION ANNOUNCEMENT: CONTROLLER

Grand Canyon Conservancy (GCC) is the official nonprofit partner of Grand Canyon National Park. As the official philanthropic and collaborative partner of Grand Canyon National Park, Grand Canyon Conservancy's mission is to inspire generations of park champions to cherish and support the natural and cultural wonder of Grand Canyon. GCC raises private funds, operates retail shops within the park, and provides premier educational programs about the natural and cultural history of the region.

Grand Canyon Conservancy (GCC) seeks a Controller. The Controller is responsible for assigned accounting operations of Grand Canyon Conservancy (GCC), including the production of periodic financial reports, schedules, supporting analysis, and the maintenance of accounting records.

This position supports the application of internal controls to GCC business operations and transactions. The Controller is instrumental in ensuring that the Finance Department performs its required duties and tasks in a timely and scheduled basis in compliance with Generally Accepted Accounting Principles (GAAP). Direct reports include the Senior Accountant and Accounting Specialist. The Controller reports to the Chief Financial Officer (CFO).

PRIMARY RESPONSIBILITIES

Duties vary with the workload and could include, but are not limited to, the tasks listed below.

Finance and Accounting

- Support GCC and the CFO to record transactions and prepare financial reports in compliance with GAAP
- Support and maintain a system of controls and segregation of duties over accounting transactions
- Ensure that GCC's operating bank account is reconciled daily during the business week
- Review reconciliations of all Balance Sheet accounts and maintain detailed financial records to support account values
- Train and assist fellow employees with the accounting system
- Maintain the chart of accounts
- Maintain an orderly electronic accounting filing system
- Be proactive in researching, developing, collaborating, and implementing electronic-based work processes for GCC's operations

Financial Reporting and Analysis

- Develop, create and automate financial statements, schedules, and analyses as assigned
- Analyze data to calculate and issue financial and operating metrics
- Calculate budget variances and assist the CFO in identifying the causes of variances
- Provide financial analyses including, but not limited to, capital or operating system investments, pricing decisions, and contract negotiations
- Assist CFO in the preparation and reporting of annual and audit reports, annual budget and forecasts, Board of Directors reports, presentations, and analysis

Payroll and Human Resources

- Process bi-weekly payroll promptly and by State and Federal Labor laws
- Analyze, evaluate, and recommend time-saving procedures to improve the efficiency of the payroll process
- Serve as back-up to the HR Manager for new hire orientation and employee benefits
- Execute the accounting, updating, and funding of employee benefits

Philanthropy Accounting

- Keep up to date with GAAP and FASB standards regarding the accounting and reporting of philanthropic activities
- Maintain Philanthropy accounting records including, but not limited to, revenue recognition events, valuations, adjustments, and write-offs
- Monitor and ensure the accuracy of accounting between restricted and unrestricted funds.
- Account for and reconcile the investment and endowment fund activity
- Organize accounting results to reconcile activity with Philanthropy's database

MINIMUM QUALIFICATIONS

- Bachelor's degree in accounting, finance, or business administration
- A minimum of 10 years of progressively responsible experience in accounting and finance duties
- Demonstrated advanced knowledge of finance, accounting, budgeting, and cost control principles
- Or any combination of education, experience, and training equivalent to the above minimum requirements
- Must be 18 years of age and possess a valid driver's license

PREFERRED QUALIFICATIONS, SKILLS, AND CHARACTERISTICS

- Certified Public Accountant (CPA) or Certified Management Accountant (CMA) desired
- Demonstrated knowledge of nonprofit accounting, restricted funds, and retail operations
- Experience with automated financial and accounting reporting systems, preferably MIP Cloud, PayCom Payroll, and Counterpoint
- Advanced knowledge of Microsoft Excel Spreadsheets
- Knowledge of State and Federal financial regulations and experience with 501(c)(3) requirements
- Ability to analyze financial data and prepare financial reports, statements, and projections
- Working knowledge of short and long-term budgeting and forecasting, rolling budgets, and product line profitability analysis
- Ability to work independently, manage tasks, and pay close attention to details
- Professional written and verbal communication and interpersonal skills
- Ability to participate in and facilitate group meetings
- Personal qualities of integrity, loyalty, and a desire to serve the public with an ability to self-direct necessary job activities
- Willingness to work a flexible schedule, including periodic evenings or weekend travel
- Ability to promote and maintain a positive work environment

GCC CORE VALUES

GCC has identified four core values that represent how we interact with our employees, partners, visitors, supporters, and followers. Our values include:

- **Integrity:** We are honest, respectful, inclusive, caring, and accountable for our actions. We operate at a high level of excellence, utilizing our resources to their best and fullest potential.
- **Education:** We are a dynamic learning organization uniquely positioned to cultivate the "awe" of the Grand Canyon.
- **Service:** We embrace our role as a valued partner of the National Park Service at Grand Canyon National Park and will provide the highest level of excellence in every interaction with employees, partners, visitors, supporters, and donors.
- **Connection:** We foster a sense of wonder and adventure for the Grand Canyon.

WORKING CONDITIONS

This position is primarily sedentary office work requiring long periods at a computer performing repetitive tasks such as data entry

TOTAL COMPENSATION

This is a full-time, exempt, benefit-eligible, remote position with some travel to Grand Canyon National Park or our office in Flagstaff, AZ. Salary is commensurate with experience.

GCC provides a comprehensive benefits package including vacation and holiday pay, sick leave, employer-supplemented health benefits package including medical, dental, vision, and health savings account (HSA) plan, long-term disability, and life insurance, a 401(k)-retirement plan, Canyon Experience Days, and discounts in GCC retail stores and for Grand Canyon Conservancy Field Institute classes.

HOW TO APPLY

Please visit our website at: <https://www.grandcanyon.org/about-us/employment/>

We ask that you include a resume and cover letter with your application.

**Grand Canyon Conservancy is the official nonprofit partner of Grand Canyon National Park.
We are an Equal Opportunity Employer.**