



**JOB ANNOUNCEMENT**  
(Please Post)

**Controller**  
Finance Unit  
Sacramento, California  
Full-Time  
Permanent

**POSITION:** Controller

**TO APPLY:** Send cover letter describing interest in the position, résumé, and three professional references (including name, title, telephone number and email) to:

Erika Trujillo, Director of Finance  
1755 Creekside Oaks Dr.  
Sacramento, CA 95833  
[etrujillo@lsnc.net](mailto:etrujillo@lsnc.net)

*If sending application via email, please attach materials as a single PDF.*

**APPLICATION DEADLINE:** January 29, 2025

**START DATE:** To be determined

**ORGANIZATION DESCRIPTION:**

Founded in 1956, Legal Services of Northern California (LSNC) provides high quality civil legal assistance to people with low income, older adults and persons with disabilities in more than 23 northern California counties. LSNC receives support from federal and state government grants and contracts (including from the Legal Services Corporation and the State Bar of California), through agreements with private organizations, and from private donations.

**RESPONSIBILITIES:**

Under the direction of the Director of Finance, will assist in leading all day-to-day finance operations, including functional responsibility over accounting, accounts payable, accounts receivable, payroll, and contract and grant administration, and will ensure that the organization has the systems and procedures in place to support effective program implementation and clean audits. Duties include:

1. Oversight of all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements, including monthly, quarterly, and year-end closes.
2. Maintain multi-entity GL, including tracking of funder allocations, program budgeting, and categorization of spending for Form 990 reporting purposes.
3. Maintain internal control and safeguards for receipt of revenue, costs, and program budgets and actual expenditures.
4. Assist in managing all tax engagements (Form 990, 199 and RRF-1) and all audit engagements, which includes standard US GAAP audit and federal single audit.
5. Assist with producing and continuously improving financial statements and reports for internal staff and clearly communicate monthly, quarterly, and annual financial statements.
6. Assist in the annual budgeting, planning process, and forecasting.
7. Assist in engaging the board's audit and finance committees.
8. Assist in leading the finance work streams related to grant funding sources, including grant invoicing, financial reporting, grant budgeting, and grants compliance management.
9. Providing leadership in strengthening internal communications with staff at all levels throughout the organization.
10. Create and promote a positive and supportive work environment.
11. Other duties as assigned.

## **QUALIFICATIONS**

### **KNOWLEDGE:**

Coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, and general ledger. Contracts/grants management as it relates to compliance and reporting. Ability to translate complex financial concepts to individuals at all levels including finance and non-finance managers. Fund account coding in a multi-funded, multi-office program. General office procedures and clerical techniques.

### **SKILLS:**

Ability to work under pressure and successfully meet deadlines. Ability to handle and shift priorities in a fast-paced environment. Detailed-oriented with excellent mathematical and organizational skills. Effective time management skills. Proficient user of spreadsheets and accounting software. Ability to make mathematical computations rapidly and accurately and to operate ten-key by touch. Provide

leadership in strengthening internal communications with staff at all levels throughout the organization; create and promote a positive and supportive work environment.

**EDUCATION/EXPERIENCE:**

Bachelor of Science in Accounting; CPA and/or MBA preferred. Five years of accounting and at least 2 years of supervisory experience, ideally beginning in accounting and audits. Experience working with a complex non profit organization that has many funding sources and a few nonprofit organizations. Experience working with diverse groups.

**SALARY:** \$7,542 (Step 1) to \$10,656 (Step 15) per month, DOE  
*See LSNC's Policy on Salary Scales and Scale Placement at lsnc.net*

**BENEFITS:** Legal Services of Northern California offers an excellent fringe benefit plan.

**LSNC IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER THAT VALUES THE DIVERSITY OF ITS STAFF AND SEEKS TO FOSTER A CULTURE OF INCLUSIVITY AND BELONGING. LSNC ENCOURAGES WOMEN, NON-BINARY AND TRANSGENDER PEOPLE, PEOPLE OF COLOR, PEOPLE WITH DISABILITIES, OLDER PEOPLE, AND LESBIAN, GAY, BISEXUAL, PANSEXUAL AND QUEER PEOPLE TO APPLY.**