Job Title: Controller  
Department: Administration  
Reports To: Executive Director  
Status: Full Time, Exempt (40 hours per week)

About the Organization

SNC operates a complex organization with a $3 million-dollar annual budget and over fifty staff members. The organization provides opportunities to discover, understand, and enjoy your public lands. SNC is a partner that supports the U.S. Bureau of Land Management, U.S. Fish and Wildlife Service, and the U.S. Forest Service. Originally established in 1988 as the Red Rock Canyon Interpretive Association, SNC provides interpretive and educational programs, and develops related projects to enhance the visitor experience on federal public lands. This includes Red Rock Canyon National Conservation Area, California Trail Interpretive Center, Spring Mountains National Recreation Area, and the Desert National Wildlife Refuge. For additional information, please visit our website at Southernnevadaconservancy.org.

Job Summary

The Controller is responsible for the day-to-day finance operations of a 501(c) 3 non-profit corporation, including functional responsibility over accounting, accounts payable & receivables, monthly reconciliation, payroll and grants administration. The Controller will ensure that correct systems and procedures are in place to support effective program implementation and conduct flawless audits. This position will serve as the principal liaison to the external auditor. The Controller will advise management regarding revenue enhancement and cost containment strategies. The Controller will prepare, analyze and interpret periodic financial reports for management information and control. This position will also oversee the budget preparation process and assist with budget presentations to Board committees and interested outside parties.

Essential Duties and Responsibilities

Transactions

- Ensure that accounts payable are paid in a timely manner
- Ensure that all reasonable discounts are taken on accounts payable
- Ensure that accounts receivables are collected promptly
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- Process payroll in a timely manner
- Ensure that periodic bank reconciliations are completed
- Ensure that required debt payments are made on a timely basis
- Maintain the chart of accounts
- Maintain an orderly accounting filing system
- Maintain a system of controls over accounting transactions

Reporting

- Issue timely and complete financial statements
- Coordinate the preparation of the annual report
- Recommend benchmarks against which to measure the performance of company operations
- Calculate and issue financial and operating metrics
- Manage the production of the annual budget and forecasts
- Calculate variances from the budget and report significant issues to management
- Provide financial analyses to the board and as needed for capital investments, pricing decisions, and contract negotiations

Grant Management

- Appropriately allocate expenses and revenues
- Assist with managing grant deliverables and timelines
- Bill for reimbursable grants in a timely manner
- Managing and tracking grant budgets and cost categories

Compliance

- Coordinate the provision of information to external auditors for the annual audit
- Comply with local, state, and federal government reporting requirements and tax filings

Requirements, Qualifications and Education

- Candidate should have a Bachelor's degree in accounting or business administration, or equivalent business experience
- 5+ years of applied experience for a major company or division of a large corporation or non-profit organization
- Grant management experience required
- Must have a valid driver's license and pass a background check
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- Excellent verbal communication, and the ability to convey information clearly and effectively
- Strong computer skills including Microsoft Office
- Ability to meet deadlines and prioritize projects

Salary & Benefits

- $75,000-$80,000 annually
- Employer paid health benefits including dental & vision
- Short term disability & life insurance
- 401k retirement plan with 3% match
- Holiday and Personal Time Off

Diversity, Equity, Inclusion Statement

Southern Nevada Conservancy (SNC) recognizes that public lands belong to all, and we are proud to be an Equal Opportunity Employer. SNC is committed to providing a workplace where a diverse mix of talented people are able to shine and support the broad scope of work we perform to help all members of the public to discover, understand, and enjoy our public lands. All qualified applicants will receive consideration for employment without regard to race, color, religion, creed, sex (including pregnancy), gender (including gender identity or expression, sexual orientation, marital status), national origin, ancestry, genetics, physical or mental disability, age, veteran status, or any other characteristic protected under applicable federal, state, or local law.

To apply, please send a resume and cover letter to Shawn McCrohan, Executive Director, smccrohan@snconservancy.org.