

About the job

Love your work! We are seeking a Controller with a systems mindset and startup energy to join our award-winning team of social entrepreneurs changing kids lives. Vision To Learn (VTL) is a Los Angeles-based nonprofit providing free glasses to kids in 22 regions nationwide. The Controller will be responsible for all tactical and strategic finance and accounting functions supporting our growing annual budget (currently about \$20 million). The position requires hands-on involvement in implementing and integrating financial management systems, automating processing, and providing efficient and actionable reports.

In addition to managing a finance team of two other individuals to complete all monthly and annual financial reports, budgets, audits, financial administration of grants, compliance, and other accounting functions, the Controller will work with our Senior Leadership Team to develop and implement an overall financial strategy and will present financial information and analysis to the Board of Directors.

The Controller must be an experienced and skilled financial professional, CPA highly preferred, with demonstrated strong skills in financial systems integration, compliance, budgeting, communications, analysis and reporting. Experience with nonprofit revenue recognition and grants management and/or Medicaid or other government program revenue is a highly preferred. Desire and ability to work closely with colleagues in a small, fast-paced, mission-driven environment is essential.

This is a full-time, hybrid position, with in-office presence in West Los Angeles required at least 3 days per week.

About Vision To Learn:

Vision To Learn (VTL) is the largest school-based vision care nonprofit in the country. VTL exists to address one basic premise – if you can't see, you can't learn. Vision To Learn provides free eye exams and free glasses to students in underserved communities to help them succeed in school and in life. Founded in Los Angeles in 2012, Vision To Learn has since expanded to thousands of schools across the country. Services are provided directly at schools and community organizations via a mobile vision clinic, staffed with an optician and an optometrist. Vision care is critical as 80% of all learning during a child's first 12 years is visual. To solve the problem of lack of access Vision To Learn partners with school districts and community organizations to provide eye exams and glasses to children with no charge to their families. We have provided over 2 million vision screenings, 476,000 eye exams and 388,000 new, prescription glasses in the last decade.

DUTIES & RESPONSIBILITIES:

Finance/Accounting:

1. Responsible for all Finance Department functions, including without limitation financial planning, financial operations (treasury, accounting, reporting, payroll, grants management, procurement, etc.), and completing annual audit and budget processes.
2. Analyze, interpret, and communicate financial results and make appropriate recommendations.
3. Develop and manage an effective finance team, currently including a staff accountant and an open position for a grants accounting manager.
4. Review contracts and other proposals and analyze their potential financial impact.
5. Ensure appropriate fiscal policies are in place and in compliance.

Revenue:

1. Work with the Development team on project budgets and reports to successfully obtain and grow funding.
2. Collaborate with Operations and Development teams to efficiently process all government payments (such as Medicaid, CHIP, and contracted revenue), and maintain compliant financial records and reports.

Financial Systems Development and Maintenance:

1. Complete implementation of Sage Intacct accounting software, and integration of this system with complimentary systems, such as payroll and time tracking, and collaborate with developer team linking VTL's proprietary Electronic Health Records system to Sage for revenue cycle management.
2. Design and implement timely and effective reporting of actionable information.
3. Implement an accurate and efficient grants management accounting process.
4. Evaluate, eliminate, or improve manual or low-tech procedures that impede efficiency.
5. Identify and mitigate financial risks, assess controls, and maintain compliance with GAAP, governmental accounting standards and VTL's bylaws and policies.

Financial Strategy:

1. Facilitate discussions between VTL leadership and regional managers to create goals and develop organizational policies integrating operations and finance, and optimizing resources across VTL.
2. Represent the Finance Department at Board and leadership meetings.
3. Work with the Senior Leadership Team to develop and implement overall financial strategies.
4. Analyze cash flow and prepare budgets, forecasts and projections.

Additional:

1. Manage VTL's employee benefits plans, seeking innovative offerings and cost savings.
2. Manage business relationships with banking, credit, financial, insurance, investment, and other services and suppliers.
3. Maintain files of all contracts, leases, insurance policies, bonds, and other relevant documents.

4. Positively represent VTL and act ethically and in the best interest of VTL.
5. Communicate with tact and discretion, maintaining strict confidentiality.
6. Demonstrate cultural sensitivity.
7. Perform other duties as assigned.

QUALIFICATIONS/SKILLS/EXPERIENCE

1. Bachelor's or graduate level degree or significant course work in Finance or Accounting. C.P.A. highly preferred.
2. Expert in Microsoft Office, and an ERP or financial management software (preferably Sage Intacct), knowledgeable and familiar with other finance-related digital tools (such as expense reporting and payroll), able to integrate systems.
3. Five or more years of experience in the finance function, preferably within a nonprofit, and in a leadership position. Experience in administration of federal contracts is a plus.
4. Understanding of general business administration including employment laws.
5. Ability to work in an interdisciplinary environment.
6. Strong written and verbal interpersonal communication skills.
7. Mission-driven: energized and excited about working with a team to change kids' lives.

KEY SUCCESS FACTORS

1. Start-up mindset: Innovative, versatile, flexible, hands-on, and willing to work with constantly changing priorities.
2. Systems focus: Skilled and driven to use technology to automate, systematize, and optimize processes.
3. Commitment to excellence, high standards, and results.
4. Able to effectively recognize and assess priorities.
5. Strong organizational, problem-solving and analytical skills.
6. Detail oriented.
7. Team player with strong interpersonal skills.
8. Excellent judgment: able to make timely and sound decisions.

NEWS TO SHARE

In 2022, Vision To Learn was selected by two-time Pulitzer Prize winning New York Times columnist Nicholas Kristof as a recipient of the well-known [Holiday Impact Prize](https://kristofimpact.org/). This Prize recognizes non-profits helping children in need through outstanding, heroic work that changes communities for the better. <https://kristofimpact.org/> <http://tiny.cc/VTLKristof>

The work done by VTL has also been featured in *The Washington Post*, ESPN, PBS News Hour, countless local television pieces and newspaper articles. VTL was commended by the US Senate in a bi-partisan resolution signed by 43 Senators. In terms of evidence-based service, glasses provided by VTL have been found to have a high impact on the academic success of students by researchers at both UCLA Mattel Children's Hospital and Johns Hopkins University.

NOTE TO APPLICANTS

Qualified applicants should send their cover letter and resume to jchu@visiontolearn.org. Please be advised a pre-employment Drug Test and a Department of Justice Fingerprinting clearance, and proof of COVID 19 vaccination will be required as a condition of employment.

Salary: \$125,000 to \$155,000.