

Brighter Bites **Financial Controller, Houston (Full-Time)**

About Brighter Bites: Brighter Bites is a nonprofit with the mission of creating communities of health through fresh food, with the ultimate goal of changing behavior among underserved children and their families to prevent obesity and achieve long-term health. Brighter Bites operates a three-pronged, evidence-based elementary school, preschool, and summer camp program that simultaneously targets food access and food literacy to positively change families' eating habits and dietary behaviors. To learn more about Brighter Bites, please visit <https://brighterbites.org>.

Role: As the Financial Controller, you will serve as the primary advisor to the Chief Executive Officer on financial matters and will be responsible for overseeing all fiscal and fiduciary responsibilities. You will combine operational and strategic roles, manage accounting and financial control functions, and establish a financial strategy for the profitable long-term growth of our client.

Responsibilities

- Responsible for budget preparation, financial reports, auditing, and cash management.
- Develop timely and accurate financial statements and accounts that are maintained in accordance with generally accepted accounting principles (GAAP) appropriate for a non-profit organization.
- Manage the day-to-day accounting duties including accounts payable, chart of account, reconciliations of accounts and the general ledger.
- Prepare monthly financial reports for all programs.
- Assist external auditors with financial and regulatory audits.
- Perform monthly cash projection.
- Prepare and update the organization's annual budget.
- Manage and analyze all financial information for current grants and grant proposals.

Requirements

- Bachelor's Degree in Accounting or related field
- Minimum 5+ years financial management or accounting experience.
- Experience in non-profits and/or government grants highly preferred.
- Demonstrated knowledge and experience with QuickBooks.
- Proven financial, budgetary and capital planning expertise is required.
- Excellent organizational and time management skills, ability to take initiative and handle multiple projects simultaneously.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

To apply, please send resume and cover letter to megan.gayle@brighterbites.org with "Financial Controller" in the subject line.