



SORRELL

Position Profile



Controller

Sorrell is proud to partner with Houston Parks Board in its search for a new Controller. Houston Parks Board's mission is to expand, improve, and protect parks and greenspace in the Houston region. Since 1976, the 501(c)(3) not-for-profit organization has utilized public-private partnerships and its extensive philanthropic, government, and community relationships to create an interconnected network of parks, trails, and greenspace for a more resilient and equitable Houston region.

Houston Parks Board recently reached a major milestone with substantial completion of the boldest and most exciting capital project in its history: Bayou Greenways. This ambitious \$225M project significantly expanded and enhanced Houston's parks system, creating a continuous trail network within the city limits of over 150 miles of linear parks and trails along Houston's bayous. In addition to leading the transformational Bayou Greenways initiative, Houston Parks Board cares for more than 2,800 acres of greenspace and supports park projects large and small.

For more information about Houston Parks Board (HPB) and its high-impact work in the community, please visit houstonparksboard.org.

Position Overview

Reporting to the Chief Financial Officer & Chief Operating Officer (CFO/COO), the Controller is responsible for oversight of accounting staff, transactions, activities, and close processes; preparation of internal and external financial reports for management and the Board of Directors for the Houston Parks Board (Manager Board), Houston Parks Board Local Government Corporation (LGC), and the Houston Parks Board Foundation (Foundation). The Controller supports the CFO/COO and Finance team, along with the senior leadership team with financial reporting and compliance.

The Controller will lead day-to-day accounting functions, supervise three to four staff members and ensure internal controls comply with nonprofit best practices and auditor recommendations. Functional and transactional oversight includes accounts payable, accounts receivable, payroll, grants administration/compliance, bank reconciliations & system reconciliations, and donor reporting. The Controller will assist the COO in ensuring that HPB has the systems and procedures in place to support effective program implementation, efficient operations, and low risk audits. The Controller will work closely with the CFO/COO to gain recording efficiencies and accuracy within the accounting function and develop more transparent financial reporting for executive, board and program leadership.

The Controller furthers the mission of the Houston Parks Board by ensuring the timely accurate delivery of accounting services and financial reports to HPB stakeholders, including project and organizational leadership, Board members, funders and community partners.

Accounting Oversight and Essential Duties

- Financial reporting and analysis:
 - Oversee all accounts, ledgers, sub-ledgers and reporting systems ensuring compliance with appropriate GAAP/GASB standards and regulatory requirements.
 - Ensure monthly, quarterly and annual close and reporting deadlines are met.
 - Maintain internal controls and safeguards for receipt of revenue, expenses and project encumbrances; prepare monthly bank reconciliations for review; make or delegate updates to audit schedules.
 - Coordinate preparation for annual audit and timely filing of annual Form 990s.
 - Consistently analyze financial data and prepare monthly financial reports in an accurate and timely manner.
 - Manage payroll functions and recordkeeping including payment of and accounting for salaries, retirement and insurance benefits, and taxes.
- Budgeting & forecasting:
 - Assist the CFO/COO in annual and project budget preparation and periodic review of financial plans against actual results with the purpose of identify and explaining variances.
 - Maintain accuracy of cash flow forecast reports by collaborating with financial and project leadership to account for major changes in project timing and scope.
- Donor & Compliance reporting:
 - Ensure that expenditures are consistently aligned with grant and project budgets throughout the fiscal year and project period; prepare financial reports as required by public and private funders.
- Team development & Teaming across organization:
 - Lead and motivate teams in a hybrid environment; communicate effectively across the organization in a hybrid environment.
 - Work with CFO/COO to leverage strengths of team and implement training activities that optimize individual capacity and maximize organizational goals.
 - Along with CFO/COO, provide leadership in strengthening internal communications with staff at all levels throughout the organization; create and promote a positive and supportive work environment with a stakeholder-centric emphasis.
- Process improvement
 - Identify and implement process improvements and/or automations, to increase quality and/or increase efficiencies/drive productivity.

Essential Skills and Experience

The ideal candidate will have experience in a complex nonprofit with multiple program components and will have:

- Technical:
 - Demonstrate personal qualities of RESPECT, PROFESSIONALISM, TRUST, and commitment to HPB's programs and mission.
 - Bachelor's degree in accounting or finance.
 - Five to ten years of progressively increasing expertise and experience in finance and accounting.

- Solid experience coordinating audit activities and reporting to stakeholders; developing and analyzing budgets; maintaining best practices in accounts payable and receivable, general ledger, payroll, and accounting for investments.
- Strategic/Leadership:
 - A goal-oriented and deadline-driven approach.
 - Continuous improvement mindset to take advantage of opportunities for growth and increased efficiencies.
 - A proactive, hands-on managerial approach with responsibility for Finance team performance.
 - Keen analytic, organizational and problem-solving skills, which allows for strategic data interpretation versus simple reporting.
 - Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to staff and external stakeholders.
- Preferred:
 - Nonprofit fund accounting experience, including a clear grasp of fund accounting principles and practices.
 - Active CPA.
 - Familiarity with grants management as it relates to compliance and reporting.
- Advanced technical skills in Microsoft Suite, and accounting and reporting software systems (MIP/Abila experience a plus).

Office Location

Houston Parks Board is centrally located in the Greater Houston area at 300 North Post Oak Lane. The organization offers all employees a hybrid work schedule with a minimum of one day per week in the office.

Compensation

This is a salaried, exempt position, salary commensurate with skills and experience. Benefits include full medical, dental and vision benefits, paid time off, short-and long-term disability, group term life insurance and 403b retirement plan.

Application and Referral Process

Applicant review is currently underway and will continue until the candidate has been selected. To nominate or be considered for this position, please contact Priscilla Plumb at priscilla@sorrellco.com / 281.224.0881 or Stacie Gaff at stacie@sorrellco.com / 832.594.1925. All inquiries will be held in confidence.

About Sorrell

Sorrell is a highly relational provider of executive recruiting. Our mission is to serve as partners with our clients to accelerate their efforts to attract, hire and retain talent that impacts the future of the organization. For more information, call 713.840.1870.