

# Houston Parks Board

## Controller



Houston Parks Board (HPB) creates, improves, protects, and advocates for parks for everyone. Since 1976, the 501(c)(3) nonprofit organization has utilized public-private partnerships and its extensive philanthropic, government, and community relationships to provide equitable access to quality parks and greenspace to the Greater Houston region.

Houston Parks Board has 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 expands and enhances Houston's parks system, creating a continuous system within the city limits of 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 and its high-impact work in the community, please visit [houstonparksboard.org](http://houstonparksboard.org).

### Position Description

This position reports to the Chief Financial Officer (CFO) and 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 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 staff members and ensure internal controls comply with non-profit best practices and auditor recommendations. Functional and transactional oversight includes accounts payable, accounts receivable, payroll, grants administration and bank reconciliations. The Controller will assist the CFO 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 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

- 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.
- Monitor financial progress and changes in Park Program, Bayou Greenways and Conservation & Maintenance project budgets keeping the CFO and project leadership apprised of status.
- Assist the CFO in annual and project budget preparation and periodic review of financial plans against actual results with the purpose of identify and explaining variances
- Ensure that expenditures are consistently aligned with grant and project budgets throughout the fiscal year and project period; prepare financial reports as required by funders and Development.
- Maintain accuracy of cash flow forecast reports by collaborating with financial and project leadership to account for major changes in project timing and scope.

# Houston Parks Board

## Controller



- Manage payroll functions and recordkeeping including payment of and accounting for salaries, retirement and insurance benefits, taxes.
- Work with CFO to leverage strengths of team and implement training activities that optimize individual capacity and maximize organizational goals.
- Along with CFO, 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.

### Qualifications

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

- Bachelor's degree in accounting or finance.
- Eight (8) years of progressively increasing expertise and experience in finance and accounting.
- Nonprofit fund accounting experience, including a clear grasp of fund accounting principles and practices.
- CPA.
- Continuous improvement mindset to take advantage of opportunities for growth and increased efficiencies.
- A goal-oriented and deadline-driven approach.
- A proactive, hands-on managerial approach with responsibility for Finance team performance
- 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.
- 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).
- 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.
- Ability and desire to translate complex financial and accounting concepts to individuals at all levels of financial sophistication.
- Demonstrate personal qualities of integrity, credibility, and commitment to HPB's programs and mission.
- Located in the greater Houston area with the ability to be onsite at HPB centrally located offices a minimum of three days per week.

### Compensation and Benefits

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.

To apply for this position, email resume and cover letter to [BethTaylor@houstonparksboard.org](mailto:BethTaylor@houstonparksboard.org) with "Controller" in the subject line of your email. The deadline for applications is September 30, 2023.

Interviews are by appointment only. No telephone calls, please.