



Job Description

Position Title:	Controller
Reports to:	Managing Director
Department:	Finance
FLSA Status:	Exempt
Type:	Regular, Full-Time
Salary Range:	\$90,000 - \$100,000 Annually
Workplace Type:	Primarily an in-person position with occasional opportunities for remote work
Work Location:	Anaheim, CA

About the Role


The Controller at Anaheim Transportation Network (ATN) will oversee financial, budgetary, grant administration, and administrative support, encompassing all aspects of financial and reporting functions. This role includes financial management, corporate accounting, regulatory compliance, grant administration, financial reporting, budgeting, forecasting, and the establishment of internal controls.

Utilizing established fiscal principles, the Controller will be responsible for preparing and executing ATN's budget, providing support to management staff and other team members on technical budgetary matters, and facilitate financial planning and tracking. Through economic forecasting and financial analytical techniques, the Controller will prepare short- and long-term budgetary projections to support ATN's financial planning efforts.

Responsibilities

(This list is not intended to be a complete listing of all the job duties required of this position, but to provide information on the general scope of the position.)

- Oversee vendor management, ensuring contracts and insurance compliance, and establish standard operating procedures (SOPs) across all departments to maintain consistency, accuracy, and efficiency in financial and operational processes
- Prepare detailed financial statements and reports for the Board of Directors and stakeholders, ensuring transparency and accuracy, while overseeing the auditing and evaluation of accounts and financial records
- Oversee fund accounting, manage grant allocation and compliance, ensure proper use of funds, and provide detailed reports to stakeholders
- Forecast cash flow projections to ensure adequate funds for ongoing operations and mitigate financial risks
- Maintain banking relationships with banking institutions
- Prepare and manage the organization's budget, lead periodic budget workshops, monitor variances, provide financial planning guidance, and ensure alignment with organizational goals and strategic direction
- Manage the capital budget process utilizing constraint analysis and discount cash flow analysis
- Collaborate with an independent CPA firm to prepare financial reports

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- Lead annual financial audits and grant-related audits in partnership with independent auditing consultants, including annual audited financial statements and Single A-133 audits, as well as tax returns
- Assist in determining of company pricing for services offered and rendered
- Compile and assist in filing periodic federal reports, including monthly, annual, and triennial
- Perform other duties as assigned

Knowledge, Skills & Abilities:

- Strong leadership, organizational, and problem-solving skills, with the ability to work independently and meet deadlines
- Excellent verbal and written communication skills, including the ability to give and receive constructive feedback
- Expertise in QuickBooks Online (certification is a plus) and advanced proficiency in Microsoft Excel
- Comprehensive knowledge of finance, accounting principles (GAAP), grant administration, transportation finance, contract administration, and vendor management
- Experience with financial modeling, analysis, and integrating financial considerations into strategic planning

Education & Experience:


- Bachelor's degree in Finance, Accounting, Business Administration, or related field (Master's degree preferred).
- CPA certification is a plus.
- At least 3 years of experience in financial management, budgeting, and reporting, preferably in public administration, nonprofit, public sector, or public transit.

Additional Requirements


- Flexibility to occasionally work outside regular business hours.
- A valid California Driver's License (CDL) preferred
- Eligibility to work in the U.S.
- Ability to work primarily in-person at worksite location

Equal Employment Employer

Anaheim Transportation Network (ATN) is an Equal Opportunity Employer and does not discriminate against any applicant or employee on the basis of race, color, sex, religion, national origin, age, disability, or any other consideration made unlawful by applicable local, state, or federal laws.

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