



Delivering Innovation in Supportive Housing (DISH) Job Announcement: Controller

POSITION SUMMARY

DISH is currently a fiscally sponsored project of the Tides Center and is in the process transforming into an independent nonprofit status on July 1, 2025. This is a new position and will be a critical part of a successful transition.

The Controller is a full-time position reporting to the Chief Financial Officer (CFO). The Controller is responsible for ensuring the accuracy of the general ledger, establishing month-end close processes and generating timely and accurate financial statements on a monthly basis, maintaining records and internal controls, and overseeing the day-to-day accounting functions of DISH. This position supervises a full-time Financial Analyst.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Accounting

- Provide leadership of DISH's accounting function, managing all accounts, ledgers and reporting systems, ensuring compliance with appropriate GAAP standards and regulatory requirements
- Ensure the accuracy and completeness of the financial records and the timely recording of all financial transactions, including payroll, disbursements, pledges, cash receipts, inventory, and necessary accruals and adjusting journal entries
- Ensure a timely month-end close and bank reconciliation
- Maintain compliance with federal, state, and local requirements
- Ensure proper allocation of shared costs and review and improve methodology on a regular basis
- Responsible for maintaining internal controls and safeguards
- Identify and implement opportunities to streamline processes
- Train and support staff in fiscal policies and procedures
- Maintain the chart of accounts and institute an orderly electronic accounting and compliance document retention system
- Oversee financial systems in use including: Intacct, BILL, Divvy & Stripe
- Oversee Finance & Budget Associate's work to ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period

Audit & Risk Management

- In partnership with the CFO, formulate, recommend, and implement sound fiscal policies, procedures and controls
- Audit internal processes, review accounting and administrative controls and ensure best practices are consistently applied
- Responsible for annual audit and preparation of federal filings. Manage all audit activity and preparation of the 990 by external audit firm



Reporting

- Produce monthly financial reports for management, the Board & funders
- Analyze financial data and present financial reports to clearly communicate and keep the CFO and other leadership abreast of the organizations' financial status
- Work collaboratively with the program, data and development departments to ensure reporting is meaningful for decision-making and organizational growth

Grants Compliance Functions

- Oversee restricted grants accounting; ensure that expenditures are consistently aligned with funder requirements and prepare reports for funders
- Respond to questions around grant/contract spending and other finance questions from program and operations staff

Supervision

- Mentor and develop staff using a supportive and collaborative approach
- Establish and monitor staff performance and development goals, assign accountabilities, set objectives, establish priorities, and conduct annual performance evaluations

QUALIFICATIONS AND SKILLS

- Commitment to ORG's mission and values
- A minimum of eight years of accounting and finance experience in a nonprofit setting
- Bachelor's degree in Accounting/Finance or equivalent training, Certified Public Accountant (CPA) strongly preferred
- Non-profit finance and accounting knowledge and experience as demonstrated by a thorough understanding of organizational audited financial statements, budgets, monthly reports, and projections, as well as underlying general ledger transactions, chart of accounts, direct program expenses and allocations, indirect cost structure and allocations, and grant and contract budgets
- A record of producing accurate financial information in a timely manner, having established trust from all data users
- Expertise in Intacct or similar software package
- Expertise in Excel
- Minimum of four years of in a leadership capacity for a finance department, preferably at a nonprofit organization
- Independent yet collaborative work style
- Excellent problem solving, analytical, and reasoning skills
- Flexible and adaptable style; management and supervision experience to grow a team of professionals.
- Other duties as required.
- Some travel required.

ORGANIZATIONAL RELATIONSHIPS

Interacts regularly with internal colleagues, DISH managers, residents and guests.

DISH's VALUES

- Excellence & Focus: Prioritize issues under our direct control and deliver high quality service.



- Initiative & Innovation: Never stagnate, frequently review, refine, and enhance our services and procedures.
- Fairness & Consistency: Strive for equity and inclusion for our tenants and our staff.
- Respect & Openness: In our interactions, be honest, direct and embrace differences.

PHYSICAL DEMANDS

(These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of the job.)

While performing the duties of this job, the employee is frequently required to perform moderately difficult manipulative tasks such as typing, writing, etc. Must be able to walk, stand, and sit for extended periods. The employee must occasionally lift and/or move up to 30 pounds. The employee must occasionally lift and/or move up to 30 pounds. This individual must have the ability to attend meetings, sit, listen, and use a computer keyboard and mouse up to 7.5 hours per day. Frequently required to use a computer, phone, copier, and fax machine.

WORK ENVIRONMENT

Incumbent will work in a shared office space with moderate noise level and periodic interruptions as well as occasionally working in one or more of our Single Room Occupancy, permanent housing settings with onsite social services for formerly homeless individuals, many of whom have significant mental health, physical health and/or substance use issues. Most of the buildings are about 100 yrs old & have had varying capital & cosmetic improvements. Typical shifts are weekday/daytime. Special projects may require occasional schedule changes. Local travel will most often be conducted traveling to and from DISH sites, partner agency sites and government buildings.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

At DISH, we believe that everyone deserves a home.

We believe that homelessness is created by the institutional racism present in our systems of care, housing, education, criminal justice, employment, banking, and immigration.

We believe that our role as a supportive housing provider is not just to welcome people home but also to strive for equity and inclusion.

We believe it is our responsibility to confront and dismantle the impact of racism in our role as a landlord and as an organization founded by white people, operated primarily by people of color.

We believe that by eliminating barriers to our housing, treating people with dignity, and being true to harm reduction principles we can provide a space for healing from the trauma of racism & white supremacy.

We believe that by demanding fair & equitable wages for workers, providing solid benefits, systematizing self-care, and creating opportunities for staff engagement & advancement we can enhance the strength of our amazing team.



We believe as an organization that prioritizes people over property and empathy over indifference, we can make progress against the disgrace of homelessness and poverty.

We believe we have much more to do, and we believe now is the time to do it.

TIDES EQUAL EMPLOYMENT EQUAL OPPORTUNITY STATEMENT

DISH, a project of Tides Center, is an “at-will” and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance.

LOCATION

DISH offers a flexible hybrid work policy which allows you to be remote two days a week and in the office three days a week.

COMPENSATION

This is a full-time, exempt position starting as soon as possible. Salary pay range is \$100,000 - \$120,000 and dependent on experience. Compensation includes a full benefits package, including medical, vision, dental, vacation, paid holidays, sick leave, and a retirement plan.

APPLYING

Position is open until filled. In addition to a resume, applicants must include a cover letter expressing their interest in this position with DISH and why they are qualified for this job. Please submit cover letter and resume through our Online Job Inquiry Form which can be found on the jobs page of our website: <https://dishsf.org/jobs/> . No phone calls or drops-ins please.