



CONTROLLER

SCOPE

The Controller position supports the full accounting, planning, analysis, and payables cycle for Rahma Center, ensuring the accurate execution, preparation and analysis of the financial records for the organization. The Controller will be a subject-matter-expert in non-profit accounting, will lead the monthly closing and budget processes, together with analysing the monthly results and performing receivables and payables operations. This individual will also support other areas and projects as required. This position reports to the CFO of Rahma Center.

PRIMARY RESPONSIBILITIES

1. Recording and reconciliation
 - Properly records financial transactions in the GL on a timely basis
 - Examines detailed accounting transactions to ensure accuracy
 - Prepares journal entries and account reconciliations to support closing
 - Ensures GL and sub-ledgers are reconciled
2. Analysis
 - Prepares monthly, quarterly and annual financial statements and reports
 - Analyzes income and expense trends
 - Prepares and tracks budget
3. Internal Controls
 - Develops and maintains internal control procedures
 - Establishes and monitors Delegation of Authority
 - Performs spot audits as required
4. Accounts Payables, Receivables
 - Processes the receivables and payables for the organization
 - Records those transactions and reconciles them accurately



Knowledge, Skills, Experience, Compensation

1. Knowledge/Education

- Minimum of a Bachelor's Degree in Accounting
- Excellent English oral and written skills

2. Skills

- Intermediate to advanced experience with MS-Word, MS-Excel and accounting software packages
- Self-starter since individual works independently and takes complete responsibility for work product
- Extremely effective organizational skills including prioritization, multi-tasking on multiple projects in parallel, and time management.
- Excellent interpersonal skills to work in a team environment, and interface with a diverse community and Center leadership through verbal and written media.
- Superior analytical, problem solving, and decision making skills with great attention to detail

3. Experience

- 3-5 years relevant accounting experience
- Work in non-profit environments

4. Compensation

- Competitive compensation package

5. Legal Status

- Must be legal resident (green card holder) or citizen of the USA

6. Physical Location and Hours of Work

- 27121 Towne Centre Dr, Lake Forest, CA
- Salaried leadership role of 40 hours per week. Typical working hours are Monday through Friday 10 a.m. to 6 p.m. May need flexibility based on needs