



Controller

Position Summary

Building Bright Futures (BBF), a Vermont 501(c)(3) nonprofit dedicated to the well-being of children and families from the prenatal period through age 8, seeks an experienced Controller to lead the organization's financial operations. Reporting to the Executive Director, the Controller serves as BBF's senior financial professional, managing a \$2.4M budget, overseeing day-to-day accounting, ensuring grant compliance, maintaining strong internal controls, and leading the annual audit and Form 990 filing.

As BBF does not currently employ a Chief Financial Officer, the Controller also provides strategic financial guidance to the Executive Director and Board of Directors, bridging tactical accounting with higher-level budgeting, forecasting, and financial thought partnership. The Controller works closely with the Executive Director, Deputy Director, and the organization's Business Manager, who handles day-to-day bookkeeping, accounts payable, banking, payroll, and human resources administration. The Controller also works closely with the Senior Development Manager to ensure accurate recording, reporting, and forecasting of contributions and grant revenue.

Key Responsibilities

Financial Accounting, Reporting, & Analysis

- Review and finalize monthly and annual financial statements prepared from the general ledger, including the Statement of Financial Position, Statement of Activities, Statement of Cash Flows, and Statement of Functional Expenses.
- Prepare Board-ready financial reports and dashboards; present financial performance and trends to the Executive Director and Board on a regular basis.
- Analyze financial data and recommend strategy or operational adjustments to strengthen BBF's financial position.
- Review payroll, manage quarterly tax reports, and record payroll journal entries and allocations.
- Allocate salary, fringe, and expenses monthly across grants and prepare general journal entries (payroll allocations, indirect allocations, deferred revenue).

Fund Accounting & Grant Oversight

- Provide oversight to ensure restricted and unrestricted funds are tracked appropriately and grant expenditures align with donor and funder stipulations.
- Partner with program leads on grant budget development and strategy.
- Review year-to-date actuals against grant and program budgets and provide variance analysis to program leads and leadership.
- Understand the compliance requirements specific to each grant, and guide the organization to ensure spending remains compliant from budget development through execution and reporting.

- Partner with the Senior Development Manager to reconcile records of gifts, gifts-in-kind, grants, and pledges between development tracking systems and the general ledger.
- Ensure restricted contributions are recorded and reported in a manner consistent with donor intent, in coordination with the Senior Development Manager.
- Provide the Senior Development Manager with timely financial data needed for funder reports, grant applications, and donor stewardship.

Budgeting, Forecasting & Scenario Planning

- Lead development of BBF's annual operating budget.
- Administer and review financial plans against actual results; identify, explain, and correct variances.
- Develop cash flow forecasts and scenario plans to help BBF anticipate and respond to funding fluctuations or economic uncertainty.
- Partner with the Senior Development Manager to incorporate contributed revenue projections into the annual operating budget, long-range forecasts, and scenario plans.

Internal Controls & Risk Management

- Establish and maintain internal controls and safeguards over revenue, expenditures, and program budgets, ensuring proper segregation of duties.
- Identify, assess, and mitigate financial risks, including maintaining adequate liability and risk-of-loss insurance coverage.
- Develop and maintain fiscal policies, including gift acceptance, conflict of interest, expense reimbursement, investment, draw-down, and general fiscal procedures.

Audit & Compliance

- Lead the annual organizational audit, working with external CPAs to ensure schedules, trial balances, and supporting documentation are complete and accurate.
- Ensure BBF follows accepted nonprofit accounting practices and complies with all relevant laws and regulations.
- Ensure timely and accurate filing of BBF's annual Form 990 and maintain audit and tax records.
- Understand each grant compliance rules and guide the organization to ensure spending is compliant from budget development, spending through to, reporting.
- Manage the organization's legal requirements, including tax filings, workers' compensation, and Department of Labor requirements.

Systems & Team Leadership

- Evaluate, select, and oversee accounting software and systems, including setup and data migration as needed.
- Coordinate with the Business Manager to ensure clarity of roles and responsibilities as the finance functions evolve.
- Translate financial concepts clearly for staff, program leads, and Board members without finance backgrounds.

Desired Expertise & Qualifications

- Bachelor's degree or five years of relevant professional experience in accounting, finance, or a related field required; CPA licensure strongly preferred.
- A minimum of five years of progressively responsible experience in nonprofit accounting, budgeting, and financial reporting.

- A proactive, hands-on approach and a genuine commitment to BBF's mission of supporting Vermont's children and families.
- Experience budgeting, tracking, and reporting on multiple grants, both public and private . BBF's current operating budget is \$2.4M with over 10 funding sources.
- Experience preparing for and managing an organizational audit and Form 990 filing.
- Experience with benefits administration and general human resource compliance.
- Strong proficiency in QuickBooks, Google Suite, Microsoft Suite, Slack, and Claude.
- Excellent analytical, organizational, and problem-solving skills, with the ability to interpret data strategically rather than simply report it.
- Experience or comfort working directly with development/fundraising staff on revenue reconciliation and reporting is a plus.
- Strong written and verbal communication skills, including the ability to present financial information to the Executive Director, Board, and non-finance staff.

About Building Bright Futures

Building Bright Futures is a Vermont nonprofit working to improve the well-being of every child and family in the state, from the prenatal period through age 8. BBF convenes a network of policymakers, early childhood professionals, educators, health and mental health providers, business leaders, families, and other partners through 12 Regional Councils, state-level committees advancing Vermont's Early Childhood Strategic Plan 2030, and a 23-member State Advisory Council. BBF centers family and community voices in decision-making and collects and shares early childhood data to inform policy and public understanding.

Compensation & Benefits

This is a full-time, exempt position, with a hybrid schedule based from BBF's Williston, Vermont, headquarters. The position is full-time with the potential to reduce to part-time if that seems feasible. Salary range: \$87,000–\$100,000 annually, based on experience.

- 34 days of combined paid time off, plus a flexible work schedule.
- BBF's office closes for a week over the winter holidays and on Fridays from June through August.
- BBF covers up to 81% of employee health care insurance premiums, plus dental and vision coverage.
- A Simple IRA retirement plan with a match of up to 3% of annual salary.
- A \$150/month stipend for remote work expenses.

To Apply

Email a cover letter, resume, and three references as one PDF labeled: lastname_firstname_Controller to: kmobbs@buildingbrightfutures.org. Position open until filled. To learn more about the position or Building Bright Futures, please visit www.buildingbrightfutures.org.