Controller
POSITION DESCRIPTION

Established in 2007 as a 501(c)3 non-profit, Kupu empowers future generations to create a more sustainable, pono Hawai‘i. Kupu accomplishes this by providing hands-on service opportunities which educate and mentor young adults and emerging professionals to become stewards of our communities and environment. Kupu affirms the Hawaiian notion of “ma ka hana ka ‘ike” or “in working one learns.” This approach has led to the creation of hundreds of service-learning opportunities which assists in the development of Hawai‘i’s emerging professionals in the green job sector while providing support to conservation and sustainability efforts across Hawai‘i and the Pacific region.

Mission
“To empower youth to serve their communities through character-building, service-learning, and environmental stewardship opportunities that encourage integrity (pono) with Ke Akua, self, and others.”

Program/Department Goals
Kupu’s accounting and finance department supports all Kupu programs and administration through various means including but not limited to: a) providing financial reports to program heads, executive leadership, Board of Directors and funding partners, b) planning budgets and forecasting, c) conducting strategic planning, and d) acting as liaison with our outsourced human resources and payroll provider.

Position Overview
Reporting to the chief financial officer (CFO), the Controller will be responsible for oversight of all finance, accounting and reporting activities. The Controller will be involved in supporting the CFO to give presentations to the board finance and audit committee and will work closely with the senior leadership team. The Controller will lead all day-to-day finance operations of a budget of $10 million plus and supervise a team of 4 staff members including functional responsibility over accounting, accounts payable, accounts receivable, payroll, and grants administration. The Controller will ensure that Kupu has the systems and procedures in place to support effective program implementation and conduct flawless audits. The Controller will oversee integration of finances within programs and support program operations. In addition, s/he will partner with the CFO, senior leadership, and the human resources (HR) and information technology (IT) staff to enhance and better integrate finance, HR, support strategic planning, and IT functions.

Type: Full-Time
Location: Honolulu, HI
Reports to: Chief Financial Officer

Position Duties
Primary duties for the Controller includes, but are not limited to, the following:

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• Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements.
• Maintain internal control and safeguards for receipt of revenue, costs, and program budgets and actual expenditures.
• Coordinate all audit activity.
• Consistently analyze financial data and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitor progress and changes and keep senior leadership abreast of Kupu’s financial status;
• Assist Kupu’s leadership in the annual budgeting and planning process; administer and review all financial plans and compare to actual results with a view to identify, explain, and correct variances as appropriate.
• Support the CFO in engaging the board’s audit and finance committees around issues and trends in financial operating models and delivery.
• Oversee all financial, project/program and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collate financial reporting materials for government, corporate, and foundation grants;
• Manage organizational cash flow forecasting by working in partnership with program leadership; continuously collaborate with program leadership to assess the financial efficacy of program operations and establish finance and administrative systems to support program operations.
• Oversee all required tax filings
• Assist in managing relationship with HR Service Provider and payroll processing as necessary
• Other related duties to meet the ongoing needs of the organization
• Supervise and account for development of Finance Staff

Team Leadership
• Leverage strengths of the current finance team members, help to clarify roles and responsibilities and develop and implement training programs in order to maximize and reach optimal individual and organizational goals;
• Provide leadership in strengthening internal communications with staff at all levels throughout the organization; create and promote a positive and supportive work environment.

Position Requirements
This is an extraordinary opportunity for a mature leader with five to seven years of accounting and finance experience, ideally beginning in accounting and audit, followed by experience gathering, evaluating, presenting and reporting financial information to executive teams and external stakeholders. S/he will ideally have experience in a complex nonprofit that has multiple programs. Other qualifications include:
• Personal qualities of integrity, credibility, and unwavering commitment to Kupu’s mission; a proactive, hands-on strategic thinker who will own, in partnership with the CFO, the responsibility for finance
• Minimum of a BA
• Solid experience coordinating audit activities and managing reporting, budget development and

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analysis, accounts payable and receivable, general ledger, payroll, and accounting for investments
- Commitment to recruiting, mentoring, training, and retaining a diverse team; the foresight and ability to delegate accordingly.
- A track record in grants management as it relates to compliance and reporting of government, corporate and foundation grants is essential
- Advanced knowledge of accounting and reporting software
- Keen analytic, organization and problem solving skills which allows for strategic data interpretation versus simple reporting
- Strong team player, great communication skills, and fun to work with
- Capacity to translate complex financial terms into understandable concepts for program decisions
- Meets criminal history background check requirements relative to the primary functions of the position
- Proficiency in Microsoft Office, including Excel and Word
- Exhibited desire and willingness for continued learning and growth

Preferred Qualifications
It is preferred that the applicant has the following:
- 5-7 years of experience in the accounting field including supervisory experience preferred
- Preferred CPA and/or Masters of Accounting
- Experience with GET and 990 Tax filings
- Experience or interest in environmental conservation and/or professional and youth development
- Experience in a non-profit setting

Apply: Interested applicants can apply at: https://www.hrsymphony.com/hrs/apply/1703/T8VN:
Please include both a resume and cover letter in the application

Please direct any questions regarding the position to careers@kupuhawaii.org

*This description is not designed to be a complete list of all duties and responsibilities required for this job

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