



Hello: 214.740.1616
Click: trinityparkconservancy.org
Visit: 1444 Oak Lawn Ave.
Ste 200 Dallas, TX 75207

Reimagine Our River.

Trinity Park Conservancy: Controller

Organizational Overview

Trinity Park Conservancy is a nonprofit dedicated to the stewardship of Dallas' largest public green space, the 10,000 acres of the Trinity River. Believing that the Trinity is the natural gathering place for all Dallas residents, the Conservancy is committed to bringing people together to share their ideas, learn more about the possibilities and habitat of the area, and to assist in making it a more accessible space. Since 2004, the Conservancy has raised more than \$115 million in private philanthropy for projects that support the recreational use, economic development, and environmental protection of the River. In 2018, the Conservancy was selected to design, construct and maintain Harold Simmons Park in a public-private partnership with the City of Dallas.

The Trinity Park Conservancy champions the transformation of the Trinity River to become the heart of Dallas. With the community, we will design public spaces that unite us, enrich people's lives through access to nature, create economic development opportunities, and inspire protection for the river ecosystems in this shared natural treasure.

Position Summary

The Controller is responsible for the entry and processing of the day-to-day accounting functions, including accounts payable, accounts receivable, journal entries, bank reconciliations, and payroll processing. The Controller assumes primary responsibility for the general ledger and all organizational systems and processes that support it, produces the internal and external financial reports of the Conservancy, and is responsible for audit preparation and coordination. The Controller reports to the Chief Financial Officer (CFO) and works closely with other team members to assist in reaching organizational goals.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to satisfactorily perform each of the essential duties and responsibilities listed below. The duties and responsibilities include the following, though other duties may be assigned.

Strategy

- Act as thought partner to the CFO in creating and maintaining efficient systems to accurately track both operational and project expenses on direct and cost allocated bases.
- Establish, in consultation with the CFO, and maintain accounting procedures and internal control processes in accordance with organizational policies and generally accepted accounting principles for nonprofit organizations.
- Track progress on established short, medium and long-term financial plans and projections.



Financial Management

- Perform and oversee all financial accounting functions, including but not limited to accounts payable and receivable, program and donor accounting, bank reconciliations, fixed assets accounting and payroll.
- Prepare monthly financial statements and commentary for Board reporting packets in accordance with generally accepted accounting principles consistent with nonprofit organizations and respond to evolving user needs.
- Reconcile all balance sheet accounts monthly and investigate and adjust as needed.
- Perform and coordinate the preparation for and the completion of the annual audit and Form 990 including preparation of financial statements, schedules, notes and supporting documentation.
- Prepare, in consultation with the CFO, the annual operating budget and monitor throughout the year to explain significant variances. Develop departmental and project budgets from the approved operating and project budgets.
- Prepare bi-weekly payroll and submit all quarterly and annual tax and income reports timely.
- Perform banking functions, as required.

Teamwork

- Serve as secretary for the Board Finance and Audit Committee meetings. Attend Board meetings, as requested.
- Assist with other analytical needs as requested.
- Support events and activities of other team members by attending and helping as needed, including certain evenings and weekends.

Preferred Background and Skills

- Bachelor's degree in Accounting, Advanced Degree preferred.
- 5+ years of experience with some non-profit experience.
- CPA preferred.
- Familiarity with cloud-based accounting software, including Sage Intacct and Adaptive Insights, strongly preferred.
- Excellent communication skills, both orally and written with emphasis on explaining financial information to a variety of audiences.
- Strong curiosity and commitment to teamwork.
- Desire to be a team player and pitch in wherever needed.
- Comfort in being outdoors in natural habitat as well as at social functions with influential people.
- The desire to be part of an organization that values service, people and the environment.
- Ability to work some nights and weekends, with advanced notice.

Compensation and Benefits

Salary and benefits will be competitive and commensurate with experience.



To Apply

Please email your letter of interest and resume in one .pdf file to Trena Lechleitner at trena@trinityparkconservancy.org (no phone calls please). Please reference “Controller 2020” in the subject line of your email.

Trinity Park Conservancy is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.