



Nature and Culture International
1400 Maiden Lane
Del Mar, CA 92014
858-259-0374
///// natureandculture.org

Position Title: Financial Controller

Position Type: Full-time, permanent

Salary Range: Salary is commensurate with experience

Benefits: Health and dental insurance, retirement match up to 3% of salary

Location: Del Mar, California

To apply, please submit Letter of Interest, Resume, and Professional References to mclark [at] natureandculture.org. Position will remain open until filled.

Position Summary

Nature and Culture International, an international conservation organization, seeks a full-time Financial Controller who is passionate about our mission to conserve biological and cultural diversity in Latin America.

Nature and Culture International – About Us

Nature and Culture International (Nature and Culture) works in partnership with local communities in Latin America to conserve diverse and fragile ecosystems and to develop and support sustainable ways of life. For more than 20 years, we have successfully implemented a locally-based conservation model resulting in the legal protection of more than 20 million acres of the most biodiverse ecosystems in Latin America, saving thousands of species of plants, amphibians, insects, birds and mammals and helping to mitigate climate change in the process. We have also increased the income of 300 local communities through sustainable development activities.

Originally established and still headquartered in Ecuador, we have 8 offices located within Ecuador, Peru, and Mexico; with additional projects in Bolivia, Colombia, and Brazil through partner organizations. Our staffing model emphasizes our work in the field, with a total of roughly 80 staff divided between Ecuador, Peru, Mexico, and the US (an administrative and fundraising staff of six, primarily based in San Diego). Currently, we have an overall organizational budget of \$4.5 million. Since its founding, Nature and Culture has prided itself on its nimble and effective work and entrepreneurial spirit, ushering funds from generous donors, primarily in the US, to protect irreplaceable natural areas in Latin America.

Position Overview

This position is in charge of running all the accounting and finance functions of Nature and Culture International. This position is responsible for the company's financial management including financial statements, general ledger, payroll, AR and AP, budgeting, payroll taxes, sales taxes, property taxes, and various special projects. This position will collaborate with leadership of the organization (South and North America) and be expected to provide financial leadership to the organization on a global scale.

The Controller will supervise other accounting staff, if applicable. The Controller will create and follow a month-end close process and checklist and ensure all tasks are timely and correctly completed. The Controller will also be the liaison between the company, outside financial institutions (banks, investments, insurance, etc.), and outside CPAs in providing the required information.

Responsibilities & Duties:

- Understand and provide nonprofit expertise in accounting issues to the organization.
- Responsible for all financial reporting, accounting, contributions, grants, payroll, and budgeting duties.
- Develop internal control policies where needed, guidelines, and procedures for activities such as budget administration, cash and credit management, and accounting.
- Maintain current knowledge of organizational policies and procedures, global, federal and state policies and accounting standards.
- Prepare financial statements, business activity reports, financial position forecasts, annual budgets, and reports required by grantors and regulatory agencies.
- Provide direction and assistance to other organizational units regarding accounting and budgeting policies and procedures and efficient control and utilization of financial resources.
- Serve as company liaison with North American auditors (Annual financial).
- Analyze the financial details of past, present, and expected operations to identify development opportunities and areas where improvement is needed.
- Monitor financial activities and details, such as cash flow and reserve levels, to ensure that all legal and regulatory requirements and internal policies are met.
- Develop and maintain relationships with banking, insurance, and non-organizational accounting personnel to facilitate financial activities.
- Receive, record, and authorize requests for disbursements in accordance with company policies and procedures.
- Conduct or coordinate audits of company accounts and financial transactions to ensure compliance with state and federal requirements and statutes.
- Analyze the effect of statutory accounting practices and studies regulations and guidance to ensure correct application of Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS), where applicable.
- Administer Salesforce application as the central repository for all cash receipts.
- Maintain and optimize all business systems both electronic and manual to the best utilization for the organization.
- Responsible for hierarchy and scalability in chart of accounts and accuracy in the general ledger and financial statements.
- Review, analyze and reconcile general ledger accounts, investment transactions in conjunction with preparing reports for leadership.
- Quickly resolve all Accounts Receivable/Accounts Payable issues.

Minimum Qualifications (Knowledge, skills, and abilities):

- Fluent in Spanish both oral and written.
- Possess expertise in nonprofit financial management.
- Bachelor's degree in Accounting, Finance or Business related field required. CPA or MBA a plus.
- Minimum 7-10 years experience in accounting plus 3 years Controller experience.
- Leadership and supervisory capabilities, solid operational and technical accounting skills
- Must be PC proficient and able to thrive in a fast-pace setting. Experience with QuickBooks and/or other automated accounting systems a plus. Must have strong experience with Microsoft Excel.
- Working knowledge of Salesforce.
- Thorough knowledge of general accounting including application of general accounting theory.
- Ability to develop and maintain strong professional relationships. Demonstrated organizational administrative skills required, mentoring and coaching skills highly desirable.

Personal Qualities

- Positive, team-oriented and collaborative.
- Detailed-oriented, yet also able to see the big picture.
- A high level of integrity.
- Self-managed and able to work independently while managing multiple projects and deadlines.
- Proactive and goal-oriented to produce results.
- A self-starter and flexible.

Nature and Culture's Values

We work to accomplish our mission with a set of values that distinguish us and drive our work. Our employees understand and embrace these values. They are core to who we are.

- Pursue conservation that is locally driven, primarily by indigenous and rural communities and subnational governments.
- Maintain a small international team, directing the lion's share of funds to the field where the magic happens.
- Design and implement programs with the long-term in mind to ensure lasting conservation outcomes.
- Stay agile, innovative and entrepreneurial, adapting effectively to challenges and seizing new opportunities as they arise.
- Include diverse communities and cultures as equal partners in every aspect of our work
- Learn from our successes and mistakes.

Nature and Culture International provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.