



Job Description

November 2025

Controller

Status: Staff, full-time exempt

Reports to: Ashley Miller, Senior Director of Operations

Compensation: \$90,000

About Us

Catalyst has a unique organizational and financial structure. In addition to a core operating budget of approximately \$1.5M, we are fiscal sponsor to projects (currently five) led by staff and/or volunteers with budgets totaling another \$6M. Within these two areas, activities include grantmaking and other projects that require careful tracking of restricted income and expenditures. Revenue comprises membership dues, restricted and general operating grants, and sponsorships; expenses include business operations, salaries, and grantmaking or contracts.

About the Role

Reporting to the Senior Director of Operations, this position ensures organizational excellence by leading financial management, including compliance and reporting. The Controller role straddles financial stewardship and strategic management and interacts frequently with the CEO and the Finance Committee of the Board of Directors.

Catalyst currently engages a contractor to provide bookkeeping services and the Controller will be their main point of contact. The Controller role is full-time, taking on the full range of strategy and day-to-day activities. The individual will be fully integrated into the organization and be fully conversant in all our activities, with the ability and interest to develop mission-enhancing recommendations and strategies alongside the rest of the team.

Essential duties

Accounting Management (35%)

- Ensure accurate and timely financial reporting and information generation in compliance with GAAP, internal controls, and organizational policies.
- Perform monthly and annual close process, including balance sheet reconciliations and functional expense statements to produce monthly reports including P&L, Balance Sheet, Budget to Actuals, TRNA; reports will include visual representations
- Manage accounts payable and receivable
- Manage intercompany transactions between Catalyst core operations and supported projects.
- Serve as main point of contact for outsourced bookkeeping and accounting support.



Financial management (35%)

- Oversee the development of the organization’s annual budget and manage the budget throughout the year, including creating a clear distinction between core operations and non-core finances and supporting budget leads
- Analyze financial trends and key performance indicators (KPIs) to provide strategic insights and guide decision-making, presenting financial dashboard and analysis to support board-level financial oversight
- Actively manage bank and investment accounts and relations and a cash management/investment strategy with guidance from the CEO & Finance Committee to optimize liquidity and financial health
- Work with Director of People & Culture to administer twice-monthly payroll and employee benefit payments
- Work with staff to design and track budgets for incoming grants and regranting projects
- Train and mentor staff on budgeting, financial literacy, and financial management best practices.
- Work with staff to strategically research, onboard, and manage financial records for sponsored projects
- Provide financial oversight and reporting to special projects, grant funded initiatives, and fiscally sponsored projects

Financial Operations (20%)

- Collaborate with department leads to monitor and manage departmental budgets.
- Manage bank accounts and relationships.
- Prepare annual filings including the organization’s annual audit, Form 990 preparation, and other tax filings and reports including W2s and 1099s, 5500, and more
- Serve as staff liaison to audit and finance committees, presenting financial reports and narrative and analysis
- Design, implement, and regularly review internal procedures, such as internal controls and fiscal procedures, annually
- Manage and recommend changes to accounting and related online platforms (e.g., QBO, Ramp)

Strategic planning (10%)

- In partnership with the SDO and CEO, establish, monitor, and manage short- and long-term financial goals to support the organization’s business plan and financial needs
- Provide financial analysis for business model planning and revenue opportunities, including budget forecasting and analysis

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.



Qualifications

- Experience managing nonprofit finances, including tracking and management of restricted funds and grant application budgeting
- Experience with financial planning, budgeting and forecasting, and financial statement preparation
- Excellent skills in QuickBooks Online and Excel
- Ability to represent complex financial information in managerial and board reports, including graphic representation
- Experience preparing tax reports and leading the response to an audit for a similar sized organization
- Proven ability to design and oversee implementation and documentation of internal controls and new processes across departments
- Able to operate autonomously and also stay connected to organizational activities
- Desire to be part of a collaborative, equity-driven organization that has a learning approach to its work, adapting as community and membership needs evolve
- Reside within our service area (San Diego County or Imperial County) and able to work in-office one day a week

Schedule and Location

Catalyst practices a four-day work week in which full-time employees work 32 hours, rather than the more common 40 hours. This is a full-time, exempt staff position expected to work 32 hours/week, on average. Typical business hours are Monday-Thursday between 8:30am-5:00pm but work will occasionally take place outside of those times to accommodate organization or community needs and to meet deadlines. Catalyst is closed Friday-Sunday.

Our organization uses a hybrid work model, with all staff working in the San Diego office on Wednesdays but otherwise working from home or out in community. The office is open Monday-Thursday for optional use.

Compensation and Benefits

Compensation is \$90,000 per annum. Catalyst offers a generous benefits package that includes annually 12 paid vacation days (i.e., 3 weeks), 16 wellness/sick days, and office closure the last week of the year; health (medical/dental/vision) benefits; a retirement plan (403b) contribution of 5% of salary independent of employee contribution; and flexible work hours and location. We also offer generous sabbatical, bereavement, and family leave programs.

Catalyst ensures all staff have the necessary tools to successfully work remotely from their home or locations in the community. As such, Catalyst provides all staff members with a computer and any necessary related technology (such a mouse and/or keyboard), relevant software and subscriptions for core job functions, a Catalyst phone number that can be accessed through an online platform, and a monthly technology stipend (\$60).



To Apply

Please submit a cover letter describing your interest and qualifications along with your resume/CV in [this form](#). Applications are expected to be reviewed beginning December 8, 2025. All candidates will be notified of their status by February 2026.

If you have a specific question about this role that is not addressed in the job description, please address them to apply@catalystsd.org and we will do our best to respond in a timely manner. While we appreciate your enthusiasm, please do not reach out simply to alert us to your interest – your application will make that clear!

Catalyst of San Diego & Imperial Counties values a staff that includes perspectives from the diverse population of our region and the organization provides equal employment opportunities to all employees and applicants without regard to race, color, religion, national origin, ancestry, gender, sex, gender identity or expression, age, medical condition, sexual orientation, marital status, citizenship, pregnancy, physical or mental disability, genetic information, veteran status, military.