



Controller

ABOUT HOT BREAD KITCHEN

Hot Bread Kitchen is a non-profit social enterprise that creates economic opportunity through careers in food. We achieve our mission through our two main programs:

- Our workforce development program, a paid, culinary training program that provides job skills training to women who face profound barriers to employment.
- A culinary incubator that offers aspiring entrepreneurs licensed and affordable commercial kitchen space and business development support to grow their food ventures.

Hot Bread Kitchen is committed to building a team of high performing, motivated people who are inspired by our mission and driven to achieve our vision. We place great importance on diversity, equity, inclusion and allyship as part of setting a culinary industry standard of creating an organizational community where all feel respected, supported and valued. As an integral part of our Finance team, you'll be providing support across all teams, gaining skills and driving impact in the process.

JOB OVERVIEW

Hot Bread Kitchen is looking for a Controller that is experienced in all aspects of financial management, including non-profit accounting, regulatory and financial reporting, budget and forecasts preparation, as well as development of internal control policies and procedures. Reporting to the CFO, the Controller will support the execution of organizational goals and objectives. The ideal candidate for this role is someone who can embody and uphold our organizational principles of effective teamwork, accountability to results, adaptability and a desire to continuously improve.

General Responsibilities

- Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements
- Responsible for month-end closes, preparation of monthly financials for management, accounting policies and procedures
- Establish and maintain effective internal controls, operating policies and procedures
- Assist CFO in regular forecasting and the annual budgeting and planning process;
- Prepare and maintain financial statements, local and federal reporting and filings
- Coordinate all external audit activity and manages relationship with CPA firm
- Monitor new financial reporting rules and regulations and assist with the updating and implementation of accounting system
- Provide end to end support for the grants management process, with a focus on monitoring budgets and reporting

Qualifications

- Bachelor's degree in accounting, finance, business administration or related area
- Proven work experience in a nonprofit organization
- 5 years of financial/accounting showing progression in roles, leadership, and responsibility
- Knowledge of GAAP specifically as it applies to nonprofits, particularly regarding restricted funds, endowments, financial statement presentation and governance
- Grant management experience preferred
- Passion for Hot Bread Kitchen's mission
- Extremely organized and attentive to detail
- Excellent communication skills, both written and verbal and interpersonal skills
- General computer proficiency in Microsoft Office, Google platforms, and productivity software

Compensation and Benefits:

This is a full-time position with eligibility for benefits including paid vacation and holidays, paid sick leave, health/dental/vision packages, short-term disability, and retirement savings. Salary is commensurate with experience.

To Apply:

Applications must include a cover letter, resume, salary requirements and should be sent to: hr@hotbreadkitchen.org. Please include "Controller - Your Name" in the subject line.