

BRAKELEY SEARCH

LEADERSHIP SEARCH PARTNERS

POSITION SPECIFICATION

CONTROLLER Horizon Services, Inc. *Hayward, CA*

Brakeley Search

formerly known as Leadership Search Partners,
is a search firm focused exclusively on the nonprofit sector.
As a division of Brakeley Briscoe, Inc. (BBI), Brakeley Search works with
local, national, and international nonprofits to help them hire exceptional senior-level leaders.

Managing Director, Scott Staub, ACFRE

is leading this search assignment. Inquiries may be made, in confidence,
to Scott Staub at sstaub@brakeleysearch.com.

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TITLE: Controller

ORGANIZATION: Horizon Services, Inc.

LOCATION: Hayward, CA

REPORTS TO: Chief Financial Officer

HORIZON SERVICES MISSION

To cultivate or restore a sense of hope, self-awareness and community to people impacted by substance use and mental health challenges by providing effective trauma-informed prevention, treatment and recovery services.

ABOUT HORIZON SERVICES, INC.

Horizon Services, Inc. (HSI) provides alcohol, drug, and mental health related services to adults and adolescents. All programs are evidence-based and provide a safe environment for understanding and addressing substance use disorder (SUD) and mental health-related issues that keep people from reaching their full potential. HSI's prevention programs help youth develop healthy relationships and live substance-free lives. In addition, HSI works in the community helping families, businesses, and public agencies recognize and develop responses to SUD which create safer and healthier neighborhoods. HSI provides services in six counties in California and has expanded into Albuquerque, New Mexico.

Under the leadership of Jaime Campos, Chief Executive Officer, Horizon Services, Inc. is poised for growth with new facilities being built in San Mateo and Alameda counties. Additional growth is expected as the agency seeks new opportunities.

ABOUT THE OPPORTUNITY

The Controller at Horizon Services, Inc. will be a thought partner to the Chief Financial Officer as well as provide strategic financial oversight and operational oversight. This senior leadership position will communicate with other leaders across the agency to ensure finance and operations mesh smoothly to achieve the agency's ambitious goals. The Controller leads a team of 7-8 finance professionals. The Controller is responsible for managing all accounting functions, ensuring compliance with Generally Accepted Accounting Principles (GAAP) as well as help support and drive strategic initiatives and process improvements.

This position is a hybrid. Much of the work will be done remotely. However, the Controller is expected to build and maintain relationships with HSI staff and key stakeholders through onsite visits and meetings.

Key Responsibilities

- ***Leadership***

- Develop financial strategies, including technology-enabled automation and knowledge management systems to drive operational efficiency and sustainable growth
- Collaborate with cross-functional leadership teams to align finances and accounting operations with organizational mission-driven goals
- Lead initiatives to restructure people, processes and technology to meet objectives
- Serve as a trusted financial advisor and represent the organization to internal and external stakeholders
- Direct, mentor, and develop finance staff, promoting collaboration, accountability, and professional growth

- ***Operational Finance Management***

- Monitor financial transactions and reporting to ensure accuracy, completeness and timeliness
- Oversee the accuracy and timely submission of required local, state and federal tax filings
- Ensure effective internal controls and compliance with GAAP, IRS 501(c)(3) regulations, and nonprofit accounting standards.
- Oversee day-to-day finance operations, including accounts payable, accounts receivable, payroll, and general ledger functions.
- Manage cash flow to ensure adequate liquidity for organizational needs and inform the CFO of necessary fund transfers.
- Prepare and present financial statements, budgets, variance analyses, cash-flow reports, and forecast models
- Oversee the preparation of annual cost reports and ensure contract compliance for funding agreements.
- Coordinate internal financial and inventory audits

- ***Audit and Risk Management***

- Serve as the lead point of contact for external audits, including financial statements, tax audits, workers' compensation, and retirement plan audits.
- Ensure the organization is audit-ready at all times by maintaining accurate documentation and financial records.

- ***Strategic and Process Improvement Initiatives***

- Analyze financial processes and recommend efficiency improvements to streamline workflow and enhance financial operations.
- Partner with the CFO in financial planning, budgeting, and forecasting to align financial strategies with organizational goals.
- Provide insights and recommendations for cost-saving initiatives and operational efficiencies.

Professional Experience/Qualifications

Experience:

- Seven or more years of substantial and progressively responsible professional experience, including at least three years of experience supervising professional staff
- Demonstrated experience overseeing complex or multiple projects through to success
- Experience in managing budgets of \$20 million or more
- Demonstrated success in financial management, including forecasting, fiscal management, analysis and strategy, and cost control principles
- Experience with audits and risk management
- Experience with tax filings at local, state and federal levels
- Deep knowledge of nonprofit budgeting and fiscal management
- Experience with capital budgets and programs

Skills:

- Excellent leadership skills, with a collaborative spirit and strong management skills; demonstrated ability to inspire and motivate staff
- Strong strategic and implementation skills; ability to grasp the opportunities and challenges of the organization and the role

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- Excellent communication skills: speaking, writing and interpersonal skills – able to speak to a variety of audiences (relaying financial information to non-financial staff in a clear and high-level way, and to a finance team in a more detailed way)
- Experience understanding accounting software and high comfort level with analyzing and applying data to hone strategies and achieve goals

Personal Characteristics:

- Passionate about the mission of Horizon Services, Inc. to care for people with substance abuse and/or mental health challenges

Education:

- Bachelor's degree in Accounting or related field required
- MBA or advanced degree is highly preferred
- CPA is highly preferred

COMPENSATION

The salary range for the Controller is \$145,000 to \$165,000. A highly competitive compensation benefits package will be made available to the qualified candidate

TO APPLY

Brakeley Search is conducting this search on an exclusive basis on behalf of Horizon Services, Inc. Interested candidates should apply via email by sending a resume and a cover letter outlining qualifications as PDF or Word documents to Scott Staub at sstaub@brakeleysearch.com with Horizon Services, Inc. in the subject line.

Inquiries may be made in confidence to Scott Staub, Managing Director at SStaub@BrakeleySearch.com.

EOE STATEMENT

Horizon Services, Inc. is an equal opportunity employer.

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