

Controller

Cookie Cart

cookiecart.org



Cookie Cart is a nonprofit youth social enterprise that teaches life, leadership, and employment skills to teens of color through on-the-job and classroom experiences in nonprofit bakeries. We envision equitable communities where Cookie Cart alumni thrive and lead.

SUMMARY: Looking to make a difference in the lives of youth and our community? Cookie Cart is seeking an experienced Controller to oversee the organization's financial system. The ideal candidate will have experience in a senior role working with nonprofits. This role works closely with the Executive Director and team on finance, strategy, and operations. As a strong communicator and skilled financial analyst, this role will streamline our budgeting, payroll, and financial reporting processes. The Controller will also produce thorough financial status reports and provide the operating story for the Executive Director, senior managers, the finance committee, and members of the Board of Directors to help improve our operational efficiency and aid in our continued growth. This position represents the entire organization to include both sites in Minneapolis and St. Paul.

Interested candidates should send a cover letter and resume to cfraction@cookiecart.org.

OBJECTIVES

- Provide comprehensive financial updates to the Executive Director and the Board Finance Committee by evaluating, analyzing, preparing, and presenting appropriate reports in a timely manner.
- Guide financial decisions by applying company policies and procedures to current economic landscape.
- Develop, implement, and maintain financial controls and guidelines.
- Achieve budgeting goals with proper scheduling, analysis, and corrective actions.
- Maximize payroll efficiency through innovative process development.
- Help develop and support short and long-term operational strategies.

PRIMARY DUTIES/ RESPONSIBILITIES

- Maintain internal safeguards for revenue receipts, costs, and team and organizational budgets and actual expenditures.
- Establish (in coordination with Executive Director and Chair of the Finance Committee) financial and operating benchmarks, budgets, program monitoring, and reporting standards on biweekly, monthly, and annual basis.
- Implement consistent accounting policies, practices, and procedures across all programs, adhering to national and local legal standards while remaining knowledgeable of proposed legislation.
- Develop and enforce internal controls to maximize protection of company assets, policies, procedures, and workflows.
- Oversee and support the organization's accounting assistant with dynamic leadership that creates an environment of trust and productivity

REQUIRED

- Ten or more years of professional accounting experience.
- Strong understanding of banking processes and financial data analysis.
- Working knowledge of national and local tax regulations and compliance reporting.
- Experience in managing a payroll system, with focus on streamlining accounting processes.
- Exemplary history of financial project management.

PREFERRED

- Bachelor's degree (or equivalent) in business, accounting, or related field.
- Five or more years of experience as a senior-level accounting or finance manager.
- CPA license.

BENEFITS

This position is a salaried fractional role at 32 hours per week, there are no further benefits.

This position offices out of our Minneapolis bakery office at 1119 West Broadway Ave, Minneapolis, Minnesota, 55411. There is also flexibility for remote work.

Cookie Cart is a proud to be an equal opportunity employer. We encourage anyone, regardless of race, age, color, religion, national origin, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, pregnancy or any other classification protected by law to apply.

We pride ourselves on inclusiveness and honor diverse strengths, contributions, voices, and backgrounds.