VALLEY HEALTH FOUNDATION

Controller

Job Announcement

Status:	Regular full-time, exempt position
Schedule:	40 hours per week with some weekend or evening work required
Location:	Hybrid: Remote and In-Person: 2400 Clove Drive, San Jose, CA 95128
Compensation:	Annualized salary of $130,000–$160,000 (depending on experience)

About the Organization

Valley Health Foundation (VHF) is a nonprofit leader in community health and healthcare, fundraising to support, innovate, and advocate for better health for all in Santa Clara County. VHF helps patients, families, and dedicated healthcare professionals who serve in public healthcare facilities in Santa Clara County. VHF is the foundation for Santa Clara County Medical Center, O'Connor Hospital, Regional Medical Center, St. Louise Regional Hospital, 15 primary and specialty care health centers, Santa Clara County Public Health, Behavioral Health Services, and Custody Health. VHF also supports many community-based programs and services that share our mission to ensure better health for all. For more information, please visit our Valley Health Foundation website.

Who We're Looking For

We are seeking a hands-on, experienced nonprofit accounting professional who thrives in a fast-paced, growing organization. The ideal candidate has strong knowledge of nonprofit fund accounting, donor-restricted funds, financial reporting, and GAAP, and can quickly understand the organization's operations, systems, and financial needs.

VHF is growing, with expanding programs and evolving operational needs. The Controller will be expected to get up to speed quickly, manage day-to-day accounting with a high degree of independence, and partner closely with the CFO and colleagues across the organization. This role is well suited for someone who enjoys solving problems, improving processes, building structure, and rolling up their sleeves when needed.

The successful candidate is detail-oriented, adaptable, and comfortable managing multiple priorities and deadlines. They bring sound judgment, strong technical skills, and a practical understanding of nonprofit accounting.

Position Summary

The Controller oversees the day-to-day accounting and financial operations of Valley Health Foundation, ensuring accurate and timely financial reporting in accordance with GAAP and nonprofit accounting standards. Reporting to the Chief Financial Officer, the Controller is responsible for monthly and annual close processes, financial statements, cash management, reconciliations, budgeting support, audits, and internal controls.

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The Controller oversees fund accounting, including restricted and unrestricted funds, investment activity, grant reporting, and reconciliation of fundraising revenue. The position works closely with Finance, Development, Programs, Strategic Partnerships, Operations, and organizational leadership to provide financial analysis, support informed decision-making, and ensure compliance with donor requirements and applicable regulations.
The Controller will also identify opportunities to improve accounting processes, strengthen internal controls, and enhance financial systems and workflows.

Supervisor: Chief Financial Officer
Supervises: Finance Manager
Field Location: San Jose and Santa Clara County, California

Essential Duties and Responsibilities
Financial Management & Accounting

- Manage all day-to-day accounting operations, including: General ledger, Cash management, Fixed assets, Journal entries, Bank reconciliations.
- Ensure timely and accurate monthly, quarterly, and annual financial close processes.
- Prepare monthly financial statements and supporting schedules.
- Maintain the chart of accounts and ensure compliance with Generally Accepted Accounting Principles (GAAP).
- Monitor investment activity and record related transactions in coordination with investment advisors.
- Oversee, review, and approve amortization and allocation schedules prepared by the Finance Manager, including prepaid expense amortization and cost allocations to restricted funds and programs.
- Oversee gift shop accounting, including sales reconciliation and year-end inventory valuation.
- Oversee program monthly inventory tracking and year-end valuation, including donated and purchased items held for distribution.
- Prepare and record journal entries, including adjusting entries and fund beginning and ending balances.

Cash & Banking Operations

- Monitor daily cash position and cash flow.
- Oversee daily transaction monitoring and approve wires and electronic payments within established limits.
- Review and approve monthly bank-account reconciliations prepared by the Finance Manager.
- Serve as the day-to-day operational contact for banks and investment custodians.
- Review and approve accounts payable payment runs, staff credit card statements, and expense reports.
- Manage bank fraud protections, including ACH and Wires, as well as online banking

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user access and permissions.

Payroll & Benefit Oversight

- Oversee payroll processed by the Finance Manager, including review and approval of each bi-weekly payroll.
- Ensure payroll, benefits, and retirement contributions are accurately recorded and reconciled to the general ledger.
- Oversee year-end payroll accruals, W-2s, and 1099s.

Team Leadership

- Directly supervise the Finance Manager and accounting staff.
- Set priorities, review work for accuracy, and coordinate training and professional development.
- Assign duties to maintain appropriate segregation of duties across the team.
- Cross-train with the Finance Manager to provide backup coverage, and act on financial matters in the CFO's absence.

Nonprofit Financial Reporting

- Maintain accounting records in accordance with nonprofit accounting standards (FASB ASC 958).
- Properly account for restricted, temporarily restricted, and unrestricted funds.
- Ensure accurate donor fund accounting and reporting.
- Reconcile fundraising revenue with development records.
- Prepare reports supporting grant activity and donor-restricted contributions.
- Assist with financial reporting for board committees and the Board of Directors.
- Record releases of net assets from donor restrictions as restricted funds are spent.
- Oversee functional expense allocation across program, management and general, and fundraising for the audited financial statements and Form 990.
- Account for pledges receivable, including present-value discounts and allowances for uncollectible pledges.
- Oversee recording and liquidation of non-cash gifts, including gifts of stock and in-kind contributions.

Budgeting & Financial Analysis

- Build the annual budget model, including historical data and projections, for CFO review.
- Track actual results against budget and prepare monthly variance analyses for the CFO and department heads to review.
- Develop financial reports that support operational decision-making.
- Analyze trends and identify opportunities for improved financial efficiency.
- Prepare and import approved budgets into NetSuite for budget-to-actual reporting.

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Compliance & Internal Controls

- Maintain strong internal controls to safeguard Foundation assets.
- Ensure compliance with federal, state, and local nonprofit reporting requirements.
- Coordinate preparation of annual Form 990 schedules and support outside auditors and tax preparers.
- Coordinate the annual financial and single audit and serve as primary liaison with external auditors.
- Maintain accounting policies and procedures.
- Ensure compliance with donor restrictions and applicable accounting standards.
- Oversee gift shop sales tax filings and monitor activities.
- Track reporting deadlines and compliance terms for County contracts and grant agreements, and support a single audit if federal funding requires one.

Operational Support

- Recommend and implement improvements to accounting processes and financial workflows.
- Develop and document accounting procedures and internal controls.
- Support cross-functional initiatives involving other VHF Departments.
- Assist with implementation of new financial systems and technology improvements.
- Serve as a financial resource for department leaders and fund managers.

Fund Manager, Donor & Stakeholder Relations

- Serve as a finance contact for external fund managers, answering questions on fund balances, transactions, reimbursements, and spending against restrictions.
- Review and deliver fund statements and financial reports to fund managers, donors, and funders.
- Work with donors and Development staff on gift documentation, restriction terms, and stewardship reporting.
- Coordinate with partners on billing, reimbursements, and contract compliance.
- Represent VHF finance professionally with auditors, banks, investment advisors, vendors, and other external stakeholders.

Qualifications, Knowledge, and Abilities

- Bachelor's degree in Accounting, Finance, or a closely related field.
- Minimum of 7 years of progressively responsible accounting experience.
- Extensive experience in nonprofit accounting, including fund accounting and donor-restricted funds.
- Thorough knowledge of Generally Accepted Accounting Principles (GAAP).
- Experience preparing financial statements and supporting annual audits.
- Experience with monthly close, reconciliations, budgeting, and financial reporting.
- Strong knowledge of internal controls and accounting best practices.
- Advanced Microsoft Excel skills.

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- Excellent analytical, organizational, and problem-solving abilities.
- Strong written and verbal communication skills.
- Ability to manage multiple priorities while meeting deadlines.
- Strong understanding of nonprofit financial management and fund accounting.
- High degree of integrity and commitment to confidentiality.
- Exceptional attention to detail and accuracy.
- Ability to identify process improvements and implement operational efficiencies.
- Strong customer service orientation with internal and external stakeholders.
- Ability to communicate complex financial information to non-financial audiences.

Preferred Qualifications

- Experience with Oracle NetSuite financial systems.
- Experience using Salesforce, particularly within nonprofit fundraising environments.

Physical Requirements

The physical and work requirements listed are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to sit and work with hands and arms for at least eight (8) hours per day and five (5) days per week.
- Physical ability to stand, reach, lift, bend, kneel, stoop, climb, walk, crawl, push and pull items weighing up to 20 pounds.
- Stand and move throughout the office.
- Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percentage.
- Have consistent and reliable attendance.
- Proficient interpersonal relations and communicative skills in English.
- Interpret a variety of instructions furnished in English written, oral, diagram, or schedule form.
- Write routine reports and correspondence.
- Meet daily, weekly, monthly, quarterly, yearly and other deadlines consistently.
- Work under pressure with changing, ambiguous priorities.
- Communicate effectively and promptly to clients or employees of the organization.
- High level of manual dexterity to adeptly type and use computer equipment.
- Auditory and visual skills – Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Ability to work evenings and weekends occasionally at the last minute.

Compensation and Benefits

- Annualized salary of $130,000–$160,000 (depending on experience), based on a 40-hour/week full-time equivalent.

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- Eligibility for performance-based bonuses. .
- Comprehensive health, dental, and vision benefits.
- Simple IRA with a 3% employer match.
- Generous Paid Time Off (17–20 days annually, accrued per pay period).
- Paid Sick Leave (7–10 days annually, accrued per pay period).
- Federal and County holidays (12 days annually).
- Credit Union membership.
- Training and professional development opportunities.

Application Instructions

- Interested applicants should submit a resume and cover letter to jobs@vhfca.org.
- Please include "Controller" in the subject line of the email.
- Employment is contingent upon successful reference and background checks.
- The position will remain posted until filled.

Diversity, Equity, Inclusion, and Respect

At Valley Health Foundation, we value diversity in experiences, cultures, and perspectives. This diversity is vital to advancing innovation, critical thinking, solving complex problems, and creating an inclusive community. Because we seek a workforce with a wide range of perspectives and experiences, we encourage diverse candidates to apply, including people of color (in particular, under-represented minorities), women, veterans, members of LGBTQIA communities, and individuals with differing abilities. We welcome applicants who will help us advance our commitment to an inclusive workplace and who desire to join a staff engaged in addressing issues of diversity, equity, inclusion, and respect.

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