

# Mount Madonna Center Controller

Mount Madonna Center is offering a unique opportunity for someone interested in serving within a well-established residential yoga community and retreat center.

Mount Madonna Center is located on 380 acres of redwood forest and meadows overlooking Monterey Bay on the central coast of California. The community and its activities have been inspired by the yoga teachings and example of Baba Hari Dass. Please visit the [Mount Madonna Center](#) website for more detailed information about our community and facilities.

## **Position Summary**

The Controller serves as a key member of the Mount Madonna Center organization with responsibility for oversight and management of accounting. In partnership with the Executive Director and other organizational leaders, the Controller helps implement practices that improve the organization's financial accounting practices. The Controller also supervises the preparation, organization, and execution of the annual financial audit. The Controller reports to the Executive Director.

## **Major Areas of Responsibility**

- \* Management and oversight of financial processes.
- \* Functions as a collaborative member of the Finance Team.
- \* Advises on regulatory actions and complies with all governmental requests.
- \* Ensures financial reporting is done in a timely fashion.

## **Financial Accountability**

- \* Supervises the financial staff and oversees the development of an effective system of internal controls and accounting processes.
- \* Develops, implements and enforces policies and procedures of the organization to improve the overall operation and effectiveness of the Mount Madonna Center.
- \* Develops a budgeting process including education of managers on financial issues impacting department budgets.
- \* Provides timely and accurate analysis of budgets and financial reports in order to assist the Executive Director and the board in performing their responsibilities.

## **Qualifications**

- \* The Controller should be self-motivated, cooperative, flexible, and interested in being part of a long standing community dedicated to service. Strong leadership qualities, good communication, and interpersonal skills are essential.
- \* Ideally the Controller should have 5 to 10 years of related experience in accounting fundamentals and/or training or degree equivalent to Master's Degree in Accounting.
- \* The Controller must have a sound knowledge of accounting fundamentals and the ability to quickly develop a clear understanding of our unique accounting system.

- \* The Controller should be comfortable in a medium sized non-profit and conversant with non-profit compliance, reporting and contract reviews.

### **Residential Position Available**

We prefer to hire a residential staff member, but are accepting all applications. Those interested in joining our multigenerational residential community of practice would be open to living in an intentional yoga community, engaging with others in a positive way, and keeping a clean and sober environment (no drugs or alcohol on the property). The community asks everyone to abide by the vegetarian guidelines while on the property. More details about the residential agreements will be provided during the interview.

### **Benefits**

This position offers 2 weeks of paid vacation, 1 week of sick leave, access to yoga classes and mentorship from elders. Many people experience healing from the pristine campus overlooking Monterey Bay and nestled in the redwood forests, with hiking trails, ponds, and a multitude of wildlife.