



Controller

Sorrell is proud to partner with Houston Audubon in its search for an experienced financial leader to serve as its next Controller. Established in 1969, Houston Audubon is a leading regional nonprofit and accredited land trust focused on protecting the natural environment for birds and people in the Houston Gulf Coast area. Its commitment to excellence in land conservation, environmental education, community engagement, and science is foundational to advancing the conservation of birds and their habitats and improving our community for people and other wildlife.

Houston Audubon owns and manages more than 4,300 acres of habitat, including 18 nature sanctuaries that serve as community assets, venues for quality education and recreation experiences, and collaborative research opportunities. While currently focusing its work across 11 counties in the Upper Texas Gulf Coast Region, Houston Audubon sees opportunities for future expansion. The organization's annual budget is approximately \$2.3 million and is growing to fulfill the strategy.

Houston Audubon recently announced the successful completion of its "Save Bolivar" campaign, officially closing on the acquisition of the land required to fully protect the Bolivar Flats Shorebird Sanctuary. The acquisition marks the culmination of a dedicated, multi-year effort to protect the entire footprint of Bolivar Flats. This globally recognized sanctuary serves as a critical lifeline for hundreds of thousands of birds annually, providing essential habitat for nesting, wintering, and refueling during grueling migratory journeys along the Upper Texas Coast. On the near-term horizon is the Bolivar Peninsula Nature Trail, a RESTORE ACT-funded project that includes plans for construction of an observation deck at Bolivar, in addition to the trail system.

You may find more information on Houston Audubon at <https://houstonaudubon.org/>.

Position Overview

Houston Audubon seeks an experienced Controller, a key financial position responsible for executing the accounting functions of Houston Audubon with minimal direction. This role requires discretion, sound judgment, initiative, and the ability to interact professionally with a wide variety of stakeholders. The Controller is selected by the President/CEO and the Board Treasurer and reports directly to the President/CEO. This is currently a 30-hour per week role (full benefit eligible). Direct reports include an accountant who handles much of the day-to-day bookkeeping and accounting responsibilities.

Essential Duties and Responsibilities:

- Oversee day-to-day bookkeeping and accounting activities such as processing bills, preparing and recording deposits, class coding, vendor W-9s, bank deposits, etc.
- Monitor bank and investment accounts and recommend fund transfers as needed.
- Reconcile all financial accounts monthly, including bank statements and contributions.
- Implement Internal Controls and Risk Management protocols:
 - Develop, maintain, and monitor internal control systems.
 - Ensure segregation of duties and safeguard organizational assets.
 - Review accounting policies and procedures regularly.
 - Identify financial risks and recommend corrective actions.
 - Support fraud prevention and organizational compliance efforts.
- Prepare monthly financial reports for the Board of Directors and analyze budget to actual discrepancies.
- Generate departmental financial reports as needed.
- Initiate and review payroll disbursements, deductions, and tax reporting via an outsourced payroll processor, and maintain supporting files and authorizations. Prepare and file quarterly sales tax returns; collect and maintain sales tax exemption forms where applicable.
- Ensure proper collection and maintenance of vendor W-9s and issue annual 1099s, as applicable.
- Perform year-end account analyses and closing entries, including inventory, depreciation, and net asset adjustments.
- Prepare year-end audit work papers and support the organization's annual audit process.
- Provide necessary financial documentation for Form 990 income tax return preparation and review the return prior to filing.
- Collaborate closely with the Development Director, Operations Director, and each project manager to ensure proper compliance through all stages of ongoing projects, including grant related deadlines. Compile data for applications/reporting and collaborate to prepare invoices for grants and ensure the accounting system stays current with all reporting requirements of each grant (particularly critical for government grants).
- Collaborate with program directors to prepare invoices for contracted projects and reimbursable grants.
- Collaborate with the President/CEO and Treasurer to develop the organization's budget and support other financial tasks as needed.
- Serve on the Finance and Investment Committees (non-voting member); prepare special purpose reports for those groups as needed.
- Compile the annual budget after securing inputs from the various departments. Monitor the budget throughout the year and address budget questions as they arise.
- For an interim period until other staffing gaps have been filled, administer employee benefits, including enrollments, terminations, and group renewals via a third-party agent.

Qualifications and Experience:

- Bachelor's degree in accounting required; CPA preferred.
- 3-5 years of accounting experience, preferably within a nonprofit organization.
- Strong knowledge of Generally Accepted Accounting Principles (GAAP).
- Experience with federal grants and Uniform Guidance compliance.
- Proficiency in Microsoft Office Suite (Excel, Word, Outlook).
- Proficiency with QuickBooks or similar accounting software.
- Ability to work independently while contributing to a collaborative team environment.
- Excellent organizational skills with the ability to multi-task and meet deadlines.
- High level of discretion, integrity, and professionalism.
- Experience managing finances in a multifaceted organization is a plus.
- Nonprofit experience is highly desirable.

Compensation and Benefits

Compensation is competitive and commensurate with experience. An attractive benefits package includes medical insurance (employer covers 75% of premiums for medical and dental plans), life insurance, 401(k) up to 3.5% match after one year, and a competitive provision for vacation and sick leave. This role is based in Houston Audubon's Headquarters office at 440 Wilchester Boulevard in Houston, Texas.

Application and Referral Process

Applicant review is currently underway and will continue until the candidate has been selected. To nominate a prospective candidate or be considered for this position, please contact Priscilla Plumb, priscilla@sorrellco.com / 281.224.0881 or Stacie Gaff, stacie@sorrellco.com / 832.594.1925. All inquiries will be held in confidence.

Houston Audubon is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status. Houston Audubon is committed to fostering and nurturing an organizational culture of equity, diversity, and inclusion within its workplace and sanctuaries, and in its work in the community. The organization believes that the rich blend of ideas, perspectives, and viewpoints that come with diversity are essential to its long-term success.

About Sorrell

Sorrell is a highly relational provider of executive recruiting. Our mission is to serve as partners with our clients to accelerate their efforts to attract, hire and retain talent that impacts the future of the organization. For more information, call 713.840.1870.