



JOB DESCRIPTION

The Painted Turtle seeks to reach beyond illness, to inspire children with chronic and life-threatening illnesses to become their greater selves.

Title: Controller

Department: G&A

Reports To: Executive Director

Status: Full-Time, Year Round

Location: Santa Monica Office, CA and occasional trips to Lake Hughes, CA

Salary: \$95,000 - \$116,000

Updated Date: 4.1.2025

About The Painted Turtle

For twenty years, The Painted Turtle has delivered the joy and wonder of Camp to over 225,000 children with serious illnesses and their families through life-changing and medically safe camp experiences provided completely free of charge----at our 173-acre Campsite in North Los Angeles County, through hospitals across California, and in communities where our campers live. Our programs inspire children to try new things, and Camp outcomes demonstrate the positive impact that a Painted Turtle experience has on a camper's sense of confidence, independence, and belonging.

The Painted Turtle is a member of the SeriousFun Children's Network, founded by actor and philanthropist Paul Newman. The Network's 30 camps and programs are considered the world's finest multi-disease medical camps and programs and to date, have delivered over 2,000,000+ camp experiences to children and families throughout 5 continents and in over 50 countries. Additionally, for the second year in a row, out of tens of thousands of Camps across the US, The Painted Turtle is listed in the top **500 Best Summer Camps** by **Newsweek** for 2024: [Newsweek 2024 America's Best Summer Camps List](#)

As we enter our third decade, we are guided by a three-year strategic plan launched in 2023 with a bold vision to **bring the magic of Camp to as many children with serious medical conditions and their families as possible**. To ensure that Camp is financially secure and always free of charge for the campers and families we serve, we are looking for a Controller with sound accounting skills to oversee the organization's finance department, including maintenance of accounting principles, practices, and procedures; an individual who is enthusiastic about our mission and aligned with our seven core values of Joy, Vision, Compassion, Heart, Trust, Community and Courage. If this describes you, we look forward to hearing from you.

The Opportunity

The Painted Turtle is seeking a highly skilled, motivated, dedicated, and mission-driven individual to oversee and manage the organization's financial operations, ensuring sound financial practices, accurate and timely reporting, and long-term sustainability. The Controller will maintain the integrity of The Painted Turtle's financial systems while promoting accountability, transparency, and compliance with non-profit regulatory requirements. This position is critical in supporting our mission to provide safe and inclusive camp experiences to children with serious illnesses **free of charge** and will work in collaboration with the organization's Department Directors toward achieving goals and milestones across [The Painted Turtle 2023-2025 Strategic Plan](#).

Key Responsibilities

Develop and Direct Financial Policies and Procedures

- Oversee all accounting operations, including accounts payable/receivable, bank reconciliations, balance sheet and income statements account reconciliations, payroll, chart of accounts, and general ledger functions.
- Lead a financial practice of continuous learning and improvement, recommending adjustments as needed to key financial areas including gift acceptance and processing, cost saving opportunities, conflict of interest, expense reimbursement and staff compensation.
- Ensure all financial transactions are recorded in a timely and accurate manner, in accordance with GAAP (Generally Accepted Accounting Principles).
- Oversee and continuously monitor the organization's accounting software application to maintain the integrity of financial data and ensure continuity of operations.

Provide Financial Leadership and Budget Management:

- Collaborate closely with other Directors to develop a culture of financial integrity and discipline. Model a spirit of cross department collaboration to develop realistic and actionable financial goals and budgets in alignment with the TPT Strategic Plan. Provide financial support for Special Projects and Events as necessary.
- Engage with the support team at SeriousFun and at Camps across the network to learn and adopt best practices to improve TPT financial operations.
- Lead the annual budgeting process in collaboration with the Executive Director and Director Team, Audit Committee, and Board of Directors. Continuously monitor budget performance by department through timely reporting and forecasts, adjusting for variances when required.
- Build strong internal and external relationships that foster effective business relationships with accounts payable vendors, banking, dept partners, external auditors, and TPT's insurance agent.

Conduct Financial Reporting & Analysis:

- Oversee the preparation and presentation of accurate and timely financial statements, including monthly, quarterly, and annual reports.
- Provide financial analysis and recommendations to the Executive Director and Director Team to inform decision-making.
- Monitor and report on key financial metrics, trends, and performance indicators on an ongoing basis.

Monitor Cash Flow & Investment Management:

- Monitor and manage cash flow, ensuring adequate liquidity to meet organizational needs.
- Oversee investment portfolios and recommend strategies to maximize returns while minimizing risk.
- Coordinate with the Executive Director, Audit Committee, and Board of Directors to maintain adequate financial reserves for long-term sustainability.

Lead Non-Profit Compliance & Risk Management

- Develop, implement, and monitor internal controls to safeguard the organization's assets and ensure compliance with non-profit financial requirements.
- Ensure compliance with all local, state, and federal tax laws and regulations, including preparation and filing of required tax forms.
- Oversee the completion of an annual independent financial audit, liaising with external auditors and providing necessary financial records and documentation.
- Manage and mitigate financial risks, ensuring that the organization maintains financial sustainability and accountability.

- Manage the organization's insurance programs including liability, property, and workers' compensation; regularly review insurance coverage to ensure adequacy and cost-effectiveness; stay informed about changes in insurance regulations and adjust policies, as necessary.

Candidate Profile

The ideal candidate will possess the following professional and personal qualities, skills, and characteristics:

- **You are a Leader** with proven ability to oversee sound maintenance of accounting principles, practices, and procedures.
- **You are an Analytical Thinker** with proven ability to both summarize and forecast organization business activity and financial position based on past, present, and expected operations.
- **You are Knowledgeable** with a strong understanding of fiscal management, GAAP, tax regulations, and reporting requirements.
- **You are an Exceptional Communicator** in written and oral communications with the ability to communicate financial information to a broad range of stakeholders.
- **You uphold High Ethics and Integrity standards** with a strong commitment to ethical practices, financial integrity, and compliance with non-profit regulations.
- **You are Highly Energetic with strong people skills** including the judgement, discretion, patience and understanding needed to deal effectively with all members of the diverse TPT community.
- **You are Intellectually Curious** and have a desire for continuous learning.
- **You Prioritize Joy and Heart** in your work.

Required Experience and Skills

- Minimum 5 years of experience in accounting or finance, ideally including experience in non-profit work.
- Proficiency in accounting software and Microsoft Excel.
- Experience with non-profit accounting standards.
- Exceptional oral and written communication skills.

Education/Experience

- Bachelor's degree (B. A.) in Accounting, Finance, or related field (Master's Degree or CPA preferred).

Compensation

Our goal is to be a non-profit of choice in Southern California by continually investing in our team---to minimize staff turnover and to maximize organizational excellence and operational efficiency. We offer a comprehensive benefits package with salary based on market rates and personal experience and qualifications. Our annual 360 performance review process is designed to support and inspire our Team to learn and thrive in their work at The Painted Turtle.

Benefits

- Competitive Benefits package (medical, dental, vision) with our HMO plan being 100% covered by TPT for the employee
- 100% employer-paid Life Insurance and long-term disability
- 100% employer-paid parking
- Generous Time Off Policy Including Vacation, Sick Time, Holiday Calendar, Winter Break, Feel Fresher Fridays
- Paid opportunities to volunteer at Camp
- Professional development opportunities
- Flexible Work Schedule
- 50% Discount on Camp Rentals and Camp Store Purchases

Retirement

- Up to 4% match employee contribution to 401k plan and Roth IRA after 3 months

The purpose of our job posting is to provide an overview of the responsibilities and qualifications needed for this role and to describe what it would be like to work at The Painted Turtle. If this sounds like the type of job you are interested in, and we sound like a non-profit that you would like to work for- then please apply even if you don't match 100% of the job description.

OUR CORE VALUES: Community, Trust, Courage, Heart, Vision, Compassion, Joy

The Painted Turtle **community** evokes positive and impactful change through a **trust** that holds us accountable to the graceful understanding represented by our **compassion**. The **courage** to stand up for our **vision** is at the **heart** of our intentional leadership, and so we are **joyful** in each and every present moment.

The Painted Turtle is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, veteran status, disability status, or any other federal, state or local protected class. We encourage applicants from a wide variety of identities and experiences to apply.

To apply: Please submit a resume and cover letter to Kathy Fetterman, kathyf@thepaintedturtle.org. Please visit The Painted Turtle's website at www.thepaintedturtle.org to learn more.