



CAST

Community Arts
Stabilization Trust

JOB TITLE: **Controller**
LOCATION: **San Francisco Bay Area, CA (Hybrid)**

"We believe that when artists and cultural workers have stable homes, shielded from a volatile real estate market, they are free to be the trailblazers and culture bearers that help make the San Francisco Bay Area a global hub of innovation and creativity."

THE ORGANIZATION

Community Arts Stabilization Trust (CAST) is a community-centered real estate organization committed to ensuring artists and cultural workers can stay anchored where they create. Founded in 2013, CAST emerged at a time when artists were leaving the Bay Area because they couldn't afford to stay. It started with a simple idea: what if all artists and nonprofits could buy their buildings?



We believe the arts drive strong, vibrant, diverse communities. Together with our partners, CAST secures and stewards space for Bay Area arts organizations. We have raised more than \$50 million as the arts and culture sector's essential real estate development and management partner. Our work is creating a

new real estate paradigm in the Bay Area—one that recognizes the essential role of the arts in communities. We now operate six cultural centers across San Francisco, Oakland, and San Jose, and our reach expands to ventures who have replicated our model in Seattle, London, and Sydney. Our next impact milestone involves 119 affordable residences and the Liberation Park Market Hall and Cultural Hub, in partnership with Black Cultural Zone. We also have over 120,000 square feet of new cultural space under development. For more information, please visit cast-sf.org.

THE OPPORTUNITY AND TEAM

CAST seeks entrepreneurial teammates who share our passion for innovation. We value systems thinking, brainstorming, creative problem solving, and an independent work ethic. The staff at CAST are drawn to the variety, creativity, and vibrancy of our work and the contributions they can make individually and collectively to the greater cultural landscape. The new Controller will work at our flagship location, 447 Minna, which is known as a space that wraps around your experience—the work you've done and the work you've yet to dream. It's where we encourage artists to connect, experiment, and share their gifts. Providing essential support to this vibrant



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team, the Controller will work closely with the CFO to manage key accounting, bookkeeping and real estate functions in accordance with nonprofit best practices.

KEY RESPONSIBILITIES

Accounting and Financial Stewardship (35%)

- Create and present clear and accurate financial reports to the Board to keep them apprised of the financial status of the organization
- Work directly with the audit committee and contracted CPA firm to oversee the annual audit and the tax filings for each affiliated entity
- Serve as bank liaison and maintain strong banking relationships on behalf of the organization
- Monitor and manage cash flow according to nonprofit best practices

Bookkeeping (25%)

- Oversee outsourced bookkeeper and facilitate long-term goal of bringing bookkeeping functions in house; once in house, maintain the general ledger and AP/AR and journal entries
- Invoice tenants and clients and manage reconciliations
- Oversee accurate and timely payroll processing and 403b/cafeteria plan deductions

Real Estate (25%)

- Collaborate with the Real Estate team on project pro formas
- Oversee construction budgets in partnership with project managers and with contracted accounting firm
- Perform tax credit projections and accounting with the tax credit advisor on compliance reporting

Programming/Fundraising Support (15%)

- Own organization wide budgeting process; oversee clear and efficient process and assist departments in developing sound budgets annually
- Support the Director of Programs and Events and Fundraising team in developing budgets needed for funding proposals and all financial reporting required by grantors and funders
- Support Program Director to monitor budget and spending



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IDEAL CANDIDATE

Our ideal candidate brings...

- An appreciation for the importance of CAST's mission and the vital role of arts and culture and urban development in communities and historically underserved neighborhoods
- 6+ years of experience as an accountant or bookkeeper
- Standard knowledge of accounting principles and practices (GAAP) required; previous experience in a nonprofit, real estate development, or arts organization a plus
- Direct experience using QuickBooks Online accounting software; experience with Salesforce integration and management a plus
- Exceptional organizational skills, even when facing multiple deadlines
- Positive, proactive, and "can do" attitude and excellent listening and communication skills
- Demonstrated ability to be a strong team player
- Ability to maintain confidentiality and a high level of discretion
- Commitment to continuous learning and openness to giving and receiving feedback
- A sense of humor and highly collaborative work style that transcends traditional hierarchies is valued

SALARY AND BENEFITS

We offer a generous benefits package including health, dental & vision insurance, retirement (403b), pre-tax FSA accounts, and more. Salary is budgeted at \$100,000-130,000. This is a full-time position based in San Francisco, with the opportunity to work remotely up to 4 times per week, based on our events schedule.

ENCOURAGING CANDIDATES FROM ALL BACKGROUNDS

CAST encourages qualified candidates of diverse backgrounds to apply. CAST is an Equal Opportunity Employer and as such, complies with Federal, state, and/or local laws that prohibit discrimination in employment, based on race, religion, color, age, sex, national origin, citizen or intending citizen status, disability and veteran status. Information provided during the application or employment process will not be used to discriminate against any individual in any manner. Candidates of diverse backgrounds are encouraged to apply.

TO APPLY

Please submit a resume and cover letter describing why you would be interested in working at CAST with the subject line: **CAST Controller Application** to jobs@cast-sf.org.