



Updated Sept. 6, 2023
Controller

Organization:

In today's world, nearly 1 out of every 3 people in the world lacks access to clean water, and even more people live without safe sanitation options such as toilets or latrines. Billions of people also lack access to basic and life-saving healthcare technologies. Without access to appropriate healthcare equipment and safe, reliable water and sanitation, billions of people around the world face dangerous conditions, disease, and even death.

Design Outreach (DO) exists to solve these global challenges through the development of innovative and appropriate technologies in the Water, Sanitation, Hygiene (WASH) and Global Health sectors. We do this by engineering technologies that are appropriate for the context and communities in which they are used and by providing a high level of quality in all our products. As a Christian humanitarian engineering organization, our vision is to see low-income and marginalized communities around the world transformed physically, economically, and spiritually. We have seen firsthand the transformation that happens in communities where LifePump, DO's flagship technology, has been operating for years without failure—evidence that appropriate and reliable technology solutions can break the cycle of poverty and provide bridges to share the Gospel.

Design Outreach is a small team with global impact. At Design Outreach, you will have the opportunity to dive into a diverse set of projects, have high-level ownership of your work, and make a direct impact on our mission. Our team has grown from 5 to over 30 staff members in under three years and continues to expand as we strive to be the global leader in appropriate technology development. DO's work environment is highly collaborative. Our staff work alongside and learn from volunteers within industry and academia, including the DO Fellows, a group of world-class subject matter experts that work with and mentor our staff. In the next three years, we are planning to deploy seven technologies in the WASH and Global Health sectors. In collaboration with our Gospel partners, we plan to reach over 1,000 communities with safe water and the Gospel through LifePump.

What will your impact be? We invite you to find your purpose and live out your calling at Design Outreach. Join our team, and work alongside others who are committed to putting their faith into action!

Position:

The Controller reports to the Chief Executive Officer (CEO) and provides financial support to all Departments. The Controller maintains an organized, friendly, effective and professional operating environment for DO. The Controller position is a part-time position.

Key Responsibilities Details:

- Development, analysis, and interpretation of statistical and accounting information in order to appraise operating results in terms of income, performance against budget, and other matters bearing on the fiscal soundness and operating effectiveness of the organization;

- Responsible for monitoring cash and furnishing management with current internal reports;
- Oversees and directs bookkeepers that maintain the DO's system of accounts and keeps books and records on all transactions and assets;
- Reviews and assists preparation of reports that outline DO's financial position in the areas of income (donations/earned revenue), expenses, and earnings based on past, present, and future operations;
- Coordinates and manages the preparation of financial forecasts, institutes and maintains other planning and control procedures, and analyzes and reports variances;
- Oversees tax planning and compliance with all international, federal, state, and local corporate, payroll, and other applicable taxes;
- Responsible for the oversight and review of the activity of the bookkeeper specifically as it relates to paying bills, issuing invoices, payroll, tracking timecards, reconciling bank accounts (domestically and internationally), wire transfer of funds, and inventory control;
- Oversees human resource information such as competitive analysis of compensation to Management and interfaces with benefits providers;
- Works with DO board treasurer and CEO creating controls including financial policies and procedures;
- Oversees and directs the administration of cash advances for travel (performed by bookkeeper), reviews expense reports, and ensures complete expense reports are submitted on time;
- Furnishes internal reports, revises and updates reports to be more useful and efficient, and furnishes external reports as necessary;
- Works with bookkeeper to determine depreciation rates as they apply to capitalized items and advises management on desirable operational adjustments due to tax revisions;
- Evaluates and recommends insurance coverage for protection against property losses and potential liabilities;
- Responsible for evaluating the performance of accounting team (i.e. accounting contractors). This individual recommends training requirements, has the duty to keep the staff at the highest level of skill necessary to meet company needs and objectives, and may recommend that personnel be hired or removed from the team;
- Leverages strengths of the current finance team members, helps to clarify roles and responsibilities and develop and implements training programs in order to maximize and reach optimal individual and organizational goals;
- Provides leadership in strengthening internal communications with staff at all levels throughout the organization; creates and promotes a positive and supportive work environment; and
- Assists CEO and performs work as assigned.

Requirements:

- Understands and supports the mission of a Christ-centered organization dedicated to sharing the Gospel by word and deed.
- Passion and agreement with Design Outreach's vision and motivation, as outlined in the case for support and employee handbook.
- Kingdom and abundance minded when working with ministry partners.
- Can work effectively with donors, volunteers and partner organizations, many of whom may be motivated by a deep commitment to serving Jesus Christ.
- High level of attention to detail and accuracy.



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- Ability to communicate effectively, both orally and in writing. Excellent grammar and spelling skills required.
- Ability to prioritize and manage multiple tasks, be flexible, and meet deadlines.
- Outstanding communication (writing, oral, presentation) and interpersonal skills.
- Ability to commit up to 24 hours per week, with availability in evenings and weekends to support special events, accommodate volunteer/donor schedules, and ensure deadlines are achieved.
- Ability to work in a team-based collaborative environment.
- Bachelor's Degree in Accounting, Finance or Business Administration or equivalent and minimum ten (10) years' experience.
- Knowledge of accounting concepts, techniques, and principles.
- Knowledge in Microsoft Office with advanced skills in Excel.

Salary/Benefits:

- Flexible schedule, 403b retirement fund with match, paid time off.

Timeline:

- Position start date is negotiable, and interviews will be ongoing until position is filled.
- Please send cover letter/resume to Greg Bixler at greg@doutreach.org