



FOR DISTRIBUTION

Position	Controller
Status	Full-time
Department	Finance and Operations
Location	Norwalk, CT

About SeriousFun

Founded by Paul Newman, SeriousFun Children's Network is a global community of 30 independently run camps and programs across five continents. Together, these camps provide transformative experiences — always free of charge — for children with serious illnesses and their families, reaching more than 150,000 individuals annually.

Each camp and program is locally led and tailored to its community, while connected through the global Network for shared learning, support, and standards of excellence.

The SeriousFun Support Center, based in East Norwalk, CT, is a team of 33 staff who provide services that ensure program and operational excellence, create awareness, and support the continued growth of the Network worldwide.

We are committed to fostering diversity, equity, and inclusion by valuing the experiences and voices of all who carry out our mission.

To continue this mission, we are seeking a talented finance professional to join our Support Center team.

About the Role: We are excited to welcome a Controller to our team — a key role that oversees day-to-day finance functions and partners with the CFO to strengthen SeriousFun's financial health and strategic capacity.

The ideal candidate brings strong accounting and analytical skills, sound judgment, and the ability to balance detail orientation with big-picture problem-solving. This role requires clear communication, initiative, and collaboration with colleagues across the Support Center and our global Network.

Position Summary

Reporting directly to the CFO, the Controller has day-to-day management and oversight responsibilities for the organization's finance functions. Successful candidates will demonstrate strong accounting and analytical skills, a logical and proactive approach to problem-solving, effective communication and collaboration across teams, and the ability to identify issues and implement process improvements that strengthen efficiency and compliance.

The Controller collaborates closely with senior leadership and Support Center colleagues, as well as Finance Directors and CFOs at SeriousFun member camps. The role also supports the CFO for Board Finance Committee presentations and contributes to initiatives that enhance SeriousFun's strategic financial capacity.

Essential Responsibilities

Financial Operations & Compliance

- Oversee daily financial operations (accounts payable, accounts receivable, vendor management, and internal controls).
- Lead nonprofit accounting operations, including fund accounting, revenue recognition, and grant tracking, in accordance with GAAP.
- Partner with Development to ensure proper recording and reconciliation of fundraising transactions.
- Maintain working knowledge of CRM and ERP systems (e.g., DonorPerfect, Sage Intacct) and support cross-system integration and data integrity.

Reporting & Audit

- Serve as lead contact for external auditors, ensuring timely deliverables and smooth annual audit execution.
- Manage financial reporting (monthly, quarterly, year-end) and tax filings for SeriousFun and related entities.
- Deliver timely, accurate financial reports to support forecasting, budget planning, and decision-making.

Leadership & Strategic Support

- Support CFO in preparation and presentation to the Board Finance Committee, Network Finance Peer Group, and other stakeholders.
- Manage, mentor, and coach finance staff to ensure professional growth and team capacity.
- Identify and implement process improvements and updated financial policies.
- Collaborate with senior leadership and camp CFOs/Finance Directors to strengthen practices across the Network.
- Stay current on nonprofit financial best practices and compliance requirements, sharing relevant updates with leadership.

Perform other responsibilities as needed to support the finance team and organization.

Key Competencies

- **Job-Specific Skills:** Demonstrates strong technical accounting knowledge and nonprofit finance expertise.
- **Authority & Accountability:** Provides direction for processes, projects, and staff; accountable for results.
- **Critical Thinking & Decision-Making:** Solves problems with sound judgment in complex situations.
- **Planning & Organizing:** Defines tasks and milestones; manages resources effectively.
- **Interpersonal Skills:** Builds productive relationships, collaborates respectfully, and communicates inclusively.
- **Adaptability:** Adjusts to changing circumstances and new information with resilience.
- **Leadership:** Models integrity, humility, and teamwork while supporting others' success.

Qualifications:

Minimum

- Bachelor's degree in accounting, finance, or related field.
- 5–7 years of relevant experience.
- CPA required.
- Experience in nonprofit fund accounting.
- Proficiency in Microsoft Office and industry-standard CRM/finance systems.

Preferred:

- Master's degree.
- Experience in NGOs or federated/networked nonprofit organizations.

Culture, Benefits and Pay

- At SeriousFun, we pride ourselves on being a fun, respectful, and collaborative workplace where staff are supported both professionally and personally.
- Work-life balance: Respect for your non-working time (EST), with limited evening/weekend contact.
- Time off: 30+ days annually, including vacation, holidays, and volunteer opportunities at SeriousFun camps.
- Professional development: Ongoing opportunities for growth and learning.
- Leave benefits: Paid time off for family, medical, and civic service needs.
- Retirement: Company-sponsored 403(b) plan after one year of service.
- Workspace: New office in East Norwalk with free onsite amenities; steps from the train station.

Salary Range: \$80,000–\$100,000, based on qualifications and experience.

As part of our commitment to equity and fair pay practices, offers are not negotiated. Our transparent pay bands ensure consistency and fairness for employees of all identities and backgrounds.

Please read more Support Center [here](#) to get a sense of what's important to us.

To apply for this position, please submit your resume, and cover letter and complete an application here:

<https://form.jotform.com/humanresources620/Controller>