



**LAKEVIEW PANTRY**  
Food for Today, Hope for Tomorrow

3945 N. Sheridan Rd.  
Chicago, IL 60613  
773-525-1777  
[www.lakeviewpantry.org](http://www.lakeviewpantry.org)

## Controller

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### Organization Overview

As the largest food pantry in Chicago, Lakeview Pantry's vision is to be a stable and trusted resource for low-income residents in our community. Our approach focuses on both meeting the immediate hunger needs of our clients and working on longer-term solutions to address the root causes of hunger.

We do this through emergency food assistance and social service programming for our neighbors on the North and West Sides of Chicago (in 13 different neighborhoods) at multiple physical sites as well as through an Online Market and Home Delivery Program. Lakeview Pantry serves over 9,000 clients through 48,000 site visits, distributing 1.6 million meals every year. More than 1,000 low-income neighbors also receive case management and social services each year. Our Social Services team provides support for housing, healthcare, job search and training, and helps with applications for public benefits such as SNAP, Medicaid, and Medicare. In addition, our licensed clinicians provide mental health counseling for clients struggling with depression, anxiety, or grief.

Anti-hunger advocacy is important to our organization. Lakeview Pantry's Board, staff, and volunteers take an active role in advocating for public policies at the local, state and federal level to improve the lives of people facing hunger.

The Pantry is a founding member of the Greater Chicago Food Depository (GCFD), has been awarded a Chicago Innovation Award in 2018, the Best Nonprofit in the 46th Ward, and the CNDA's prestigious Richard H. Driehaus Foundation Award for Architectural Excellence in Community Design.

**Founded in 1970. Since then:** 4,000 annual volunteers | 1.6 M meals annually | 25 full-time staff | 20-member Board of Directors | \$6 MM budget - \$3 revenue, \$3 in-kind food

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### Position Overview

Reporting to the CEO and working closely with the COO, the Controller is responsible for planning and directing the finance and accounting operations, employee benefits, and payroll administration of the Lakeview Pantry. The Controller position is both a hands-on and key management role in driving accurate accounting and the availability and accuracy of financial information for managers, grantors, and Board reporting. As a leader in the organization and hands-on team player, the Controller is responsible for financial reporting and analysis, grant reporting, managing accounts



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payable, payroll, month end close, year-end audit and tax filings, and employee benefits review and management. This position offers broad and deep experience in all areas of finance and accounting, includes Board Committee exposure, and is focused on value-added impact to the mission.

## **Responsibilities:**

- Oversee all aspects of the financial management of the Pantry, with the CEO and COO, ensuring finances are managed in accordance with established accounting policies, procedures and Board directed requirements.
- Work with the CEO and COO to establish an annual financial and capital budget and actively manage budget, projections and variance analysis. Identify and investigate financial discrepancies and resolve open items.
- Recommend and implement benchmarks that will be used to measure performance. Provide periodic reporting and analysis of those benchmarks.
- Oversee/Perform daily accounting needs, including accounts payable and bimonthly payroll administration, in a timely and accurate manner.
- Oversee-reconciliation procedures between finance and development department for donations and grants received, to ensure accurate, timely reporting and follow-through.
- Evaluate, recommend, and implement improvements to the Financial, Operational and Administrative internal controls.
- Develop departmental reporting and analysis. Work with departmental managers to optimize use of resources.
- Manage expense budgets to ensure accurate cost allocation (i.e. department, category, fund, activity, etc.).
- Manage cash and investments consistent with existing policies and procedures. Develop and implement improved cash forecasting model.
- Master and manage accounting systems and processes (i.e. A/P, A/R, Inventory, etc), driving improvements with system vendors and internal staff as appropriate.
- Oversee financial management system upgrade to align with revenue and program tracking systems.
- Complete month-end close activities, including preparation of journal entries, bank account reconciliations, variance analysis, and financial reporting to the LVP Leadership Team and Board of Directors.
- Partner with external auditors to complete the year-end audit, including but not limited to preparing audit schedules and assisting auditors with inquiries to ensure compliance.
- Oversee the preparation, accuracy and timely submission of required tax filings (i.e. 990's).



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- Prepare quarterly and year-end payroll tax filings, or oversee this process if a payroll service is contracted. If contracted, evaluate and recommend a payroll service to be selected.
- Prepare year-end Form 1099's required to report service provider payments to the IRS.
- Oversee and administer the employee benefits programs including annual employee benefits review and open enrollment; manage the external benefits administrators/consultants. Provide ongoing benefits support for new, existing and exiting employees.
- Partner with insurance broker on annual review and selection of commercial insurance.
- Drive on-going process improvements to improve efficiency, information availability, and support.
- Performs other related duties as necessary or assigned.

## **Qualifications:**

- Bachelor's degree in Accounting or Business Administration required.
- 5-10 years or more of related experience required; public accounting experience preferred
- Certified Public Accountant (CPA) or Certified Management Accountant (CMA) designation preferred.
- Knowledge of nonprofit accounting and 990 preparation required.
- City, State, and Federal grant reporting experience a plus.
- Excellent written and verbal communication skills.
- Excellent organizational and time management skills.
- Proficient in Microsoft Office Suite. Advanced proficiency with Microsoft Excel including complicated formulas and preferably macros, Word and Powerpoint.
- Advanced Adobe PDF proficiency.
- Skilled with Gmail, google docs, google sheets and google drive.
- Outstanding accuracy and attention to detail.
- Experience with various enterprise resource program accounting systems, including in-depth understanding of check runs, invoicing, cash application, bank reconciliations.
- Understanding of and experience with ensuring strong accounting controls.
- Ability to learn quickly and apply knowledge to systems and processes to improve organizational efficiency.
- Works well in an open office environment with team and other colleagues.



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- Eagerness to learn, master and improve processes and reporting.
- Demonstrate enthusiasm, optimism, reliability, adaptability, curiosity, creativity and relentlessness.
- Ability to work excess hours during busy seasons as needed (calendar and fiscal year end).
- An understanding of, and belief in, the importance of food security for everyone.

## **Compensation**

A competitive compensation package including salary, health insurance, and paid-time-off benefits.

## **Interested?**

Ready to join the team? Head to

<https://lakeviewpantry.bamboohr.com/jobs/view.php?id=9> to apply directly online.

*Lakeview Pantry is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal, state, and local law.*