



Position Description: E3 Alliance Controller

Classification: Professional - Full Time, Exempt

Direct Supervisor: E3 Alliance Vice President of Finance & Operations

About E3 Alliance:

E3 Alliance is a nonprofit organization leading the charge in the relentless pursuit of education transformation for Texas students. Founded in 2006, E3 Alliance is a Texas-based education collaborative that leverages data to serve as a catalyst to impact educational outcomes for all students—cradle to career. Partnering with school, community, and business leaders, E3 Alliance brings together diverse voices to collaborate and build a strong, equitable education pipeline that delivers a trained and educated workforce while creating long-term, systemic change.

Our Core Values: Trustworthy | Collaborative | Intentional | Resolute

E3 Alliance is an equal opportunity employer and has a Best Place for Working Parents 2026 designation for the 6th year in a row.

At E3 Alliance, we value both the effectiveness of remote work and the importance of in-person collaboration. E3 Alliance offers flexibility of working remotely or coming into an office, with some in-person meetings required. All staff must reside in the greater Austin area.

Job Description Summary:

E3 Alliance is seeking an experienced Controller to join our growing, mission-based organization in a newly created, high-impact role. Reporting to the Vice President of Finance and Operations (VPFO), the Controller will provide financial leadership and stewardship across all accounting functions, financial reporting, and internal controls, with a strong emphasis on accuracy, transparency, and compliance.

The Controller will oversee day-to-day accounting activities and deliver timely, reliable financial information across a complex nonprofit portfolio that includes donor-advised funds (DAFs), scholarship funds, project-based funding, and earned income initiatives. This role is ideal for a values-driven finance leader with strong technical expertise, strategic perspective, and a passion for building scalable financial systems that support long-term impact.

Required Specific Skills:

- **Fund Accounting & Financial Reporting:** Demonstrated expertise in fund accounting, including grant and fund oversight, cash flow management, and full-cycle financial reporting. Proven

experience leading month-end close processes, preparing financial statements, performing balance sheet reconciliations, and tracking restricted and unrestricted net assets.

- **Regulatory Compliance & Internal Controls:** Strong applied knowledge of GAAP and nonprofit accounting standards, including fund accounting and net asset classifications. Demonstrated experience with IRS Form 990 preparation support, annual audits, internal control design, functional expense allocation, and compliance management.
- **Systems, Technology & Data Integrity:** Advanced proficiency with accounting systems and financial technology tools, including Microsoft Excel, QuickBooks, and comparable platforms. Experience optimizing accounting software, managing complex data structures, developing advanced spreadsheets, and improving reporting accuracy and efficiency.
- **Risk Management:** Strategic experience in identifying fiscal risks and vulnerabilities, managing organizational insurance, and upholding the highest standards of financial integrity and preparedness.
- **Leadership & Collaboration:** Collaborative, hands-on leader who partners effectively with senior leadership while remaining operationally engaged. Ability to manage priorities independently, lead teams with minimal supervision, and work cross-functionally in a complex organization.
- **Communication & Analysis:** Strong verbal and written communication skills with the ability to translate complex financial data into clear, accessible insights for non-financial stakeholders. Exceptional attention to detail with well-developed analytical, organizational, and problem-solving skills.

Required Education & Experience:

- Bachelor's degree from an accredited college or university in Accounting, Finance, Business Administration, or a closely related field.
- Five (5) to seven (7) years of progressively responsible experience in accounting or financial management roles.
- At least three (3) years of supervisory or people management experience.

Preferred Qualifications:

- Master's degree in Accounting, Finance, Business Administration, or related discipline.
- Certified Public Accountant (CPA) or Certified Management Accounts (CMA), or active progress toward licensure.
- Extensive experience managing complex nonprofit revenue streams, including the strategic oversight of restricted and unrestricted funds.
- Demonstrated ability to develop sophisticated budgeting and forecasting models aligned with multi-year grants and diverse funding requirements.
- Proven success in leading financial process improvements, strengthening internal controls, and implementing or optimizing ERP or general ledger systems.
- Hands-on experience managing external audits and overseeing nonprofit tax filings, including IRS Form 990, with a strong track record of compliance and audit readiness.

Core Responsibilities

Accounting & Financial Operations

- Oversee day-to-day accounting activities, including cash receipts, disbursements, and general ledger maintenance.
- Lead and manage the finance team, fostering a culture of accountability, collaboration, and continuous improvement.
- Review and approve journal entries and ensure timely, accurate period-end closes.
- Perform and oversee reconciliations for bank accounts, credit cards, payroll, and key balance sheet accounts.
- Review grants, contracts, and funding agreements to ensure accurate revenue recognition in accordance with nonprofit accounting standards.
- Allocate administrative and indirect costs across funds in accordance with funding requirements and organizational policies.
- Prepare ad hoc financial analyses and reports to support operational and strategic decision-making.
- Co-lead the annual budgeting process and the selection and implementation of a new general ledger system in partnership with the VPFO.
- Evaluate and implement improvements to accounting processes, internal controls, and compliance policies.

Payroll

- Review and validate monthly payroll for accuracy, completeness, and compliance, including proper allocation of salaries and benefits across funding sources.

Cash Management

- Monitor cash flow and manage transfers across bank accounts to ensure liquidity and funding alignment, serving as secondary contact for banking relationships.

Financial Reporting & Board Support

- Prepare monthly, quarterly, and periodic financial statements in accordance with GAAP and nonprofit standards.
- Develop financial schedules and reports for Board and Finance Committee meetings.
- Support leadership with forecasting, scenario planning, and financial strategy.

Audit, Tax, and Compliance

- Co-lead the annual audit process and serve as a primary liaison with external auditors.
- Maintain audit-ready documentation, including transaction walkthroughs, net asset roll forwards, functional expense allocations, and supporting schedules.
- Support preparation and completion of the organization's annual Form 990, including required questionnaires, schedules, and documentation.

Compensation and Benefits

E3 Alliance is supported by founding partner Austin Community College District (ACC), and through this partnership utilizes ACC payroll and human resource systems. Through ACC, E3 Alliance staff have access to ACC compensation and benefits systems, including generous vacation and sick leave, insurance, and other benefits.

Salary Range: \$95,000 - \$110,000

- Salary based on experience and expertise.
- Health care and dental insurance, TRS retirement benefits, disability insurance, and other standard ACC benefits.
- E3 Alliance is unable to support candidates who require sponsorship to work in the United States.
- This position is grant-funded but does not have a defined end date and is intended to be a full-time, ongoing role.

To be considered for this position applicants must complete both of the following steps:

- [Submit an ACC application](#) through Workday
- Complete the E3 Alliance Employment Questionnaire: [E3 Alliance Employment Questionnaire](#) including uploading your Resume/CV and a compelling Letter of Interest.