Big Wave Group
Part-Time Controller

Big Wave Group | Half Moon Bay, California | Approximately 20 hours per week | Part-time, exempt

About Big Wave Group

Big Wave Group, a 501(c)(3) nonprofit based in Half Moon Bay, California, seeks an experienced, detail-oriented Part-Time Controller to coordinate the organization's accounting and financial operations. Working within a distributed finance model, the Controller will oversee the quality and timeliness of work performed by Jitasa, Big Wave's outsourced bookkeeping provider; help ensure that activity from systems such as Buildium is accurately integrated into the financial records; and support financial reporting, budgeting, internal controls, compliance, and analysis.

This is a hands-on coordination and oversight role rather than the primary bookkeeping position. The Controller will work closely with the Executive Director and staff, Jitasa, the board treasurer, the finance committee, auditors, tax preparers, and other advisors. The board treasurer will set strategic financial direction; the Controller will translate that direction into reliable processes, analysis, reporting, and follow-through.

Key Responsibilities

- Serve as Big Wave's primary day-to-day liaison with Jitasa, establish clear deliverables and close calendars, provide requested information, review work product, resolve questions, and monitor service quality.
- Coordinate the monthly close process and review account reconciliations, journal entries, accruals, allocations, and financial results prepared by Jitasa; initiate or approve corrections as appropriate.
- Prepare or coordinate timely monthly, quarterly, and annual financial statements, management reports, dashboards, and supporting schedules for the Executive Director, board treasurer, Board of Directors, and finance committee.
- Partner with the board treasurer, who sets strategic financial direction, to implement financial priorities and provide analysis, forecasts, and decision support.
- Administer the financial workflow between Buildium and the general ledger, including rent receipts, security deposits, tenant balances, fees, and related cash activity; perform or review reconciliations and investigate exceptions.

- Coordinate accounts payable, accounts receivable, payroll-related accounting, banking activity, and general ledger integrity across staff, Jitasa, QuickBooks Online (QBO), Buildium, BILL.com, Gusto, Bloomerang and other systems and service providers.
- Support annual budgeting, forecasting, cash-flow planning, variance analysis, and scenario modeling.
- Monitor restricted and unrestricted funds, grants, donations, program revenue, rental activity, and related expenses to support accurate classification and compliance with donor or contractual requirements. Support the preparation of grant applications.
- Maintain and improve internal controls, accounting policies, approval workflows, documentation, and segregation of duties appropriate for a growing nonprofit with outsourced bookkeeping.
- Coordinate with auditors and tax preparers for the annual audit, Form 990, and other required filings, including preparation of schedules and timely resolution of requests.
- Prepare or coordinate other tax and information returns such as California sales tax, county property tax, government survey and other returns.
- Provide clear explanations of financial results, risks, and trends to non-financial stakeholders and identify opportunities to strengthen systems, controls, reporting, and transparency.

Qualifications & Experience

- Bachelor’s degree in accounting, finance, business, or a related field required; CPA or equivalent experience preferred.
- At least five years of progressive accounting or finance experience, preferably including nonprofit accounting, outsourced accounting oversight, and board reporting.
- Strong knowledge of GAAP, nonprofit and fund accounting, restricted funds, financial statement preparation, budgeting, cash-flow management, and internal controls.
- Demonstrated ability to review and challenge third-party bookkeeping work, manage a disciplined month-end close, and coordinate effectively across staff, vendors, and advisors.
- Experience preparing materials for a board or finance committee and translating financial information into concise, decision-useful insights for non-financial audiences.
- Experience with property-management or rent-accounting processes is strongly preferred; proficiency with QuickBooks Online is highly desirable.
- Proficiency with cloud-based accounting, expense, payroll, banking, and reporting systems; experience with Jitasa or another outsourced nonprofit accounting provider is helpful.
- High attention to detail, sound judgment, discretion, responsiveness, and a commitment to accuracy, accountability, and Big Wave’s mission.
- Ability to work independently in a part-time capacity while maintaining strong working relationships with staff, the board treasurer, finance committee members, and external partners.

Schedule& Work Arrangement

This is a part-time, exempt position expected to average approximately 20 hours per week. The schedule may vary during month-end close, budget season, audit preparation, and major reporting deadlines. Big Wave is open to discussing a flexible schedule and a hybrid work arrangement, with availability for periodic on-site work in Half Moon Bay and meetings with staff or board leadership as organizational needs require.

Compensation

Compensation is competitive and commensurate with experience, qualifications, and scope of responsibilities. This part-time employee role is expected to average approximately 20 hours per week, with an hourly rate range of **$65 to $85 per hour**. The range reflects the level of nonprofit accounting experience, board and finance committee reporting, audit support, internal controls, and independent judgment expected for the position. At 20 hours per week, the hourly range equates to approximately **$67,600 to $88,400 annually** before benefits, payroll taxes, or other employer-paid costs.

About Big Wave Project

The mission of Big Wave Group is to provide access to opportunity, lifelong housing, and a strong sense of community for adults with intellectual and developmental disabilities. The Big Wave Center is a purpose-built, 50,000-square-foot campus in Half Moon Bay that includes 38 apartments, a commercial kitchen, fitness and recreation facilities, program space, community gathering areas, and access to the adjacent Big Wave Farm. The Controller will help sustain this mission by strengthening financial stewardship, operational discipline, and long-term organizational sustainability.

How to Apply

Interested candidates should submit a resume and brief cover letter describing their relevant nonprofit accounting, outsourced bookkeeping oversight, property-management accounting, systems, and part-time controller experience to Eric Anderson treasurer@bigwaveproject.org. Please include “Part-Time Controller” in the subject line.

Big Wave Group is an equal opportunity employer and welcomes candidates who share our commitment to dignity, inclusion, respect, and community.