

Controller

BestPrep | Brooklyn Park, Minnesota | Full-time, Exempt | Hybrid

Help strengthen the financial foundation of an organization preparing Minnesota students for success in work and life. BestPrep is seeking an experienced, detail-oriented Controller to lead accounting operations, financial reporting, payroll, compliance, and budgeting support. Reporting to the President & CEO, this role is a trusted financial partner who helps safeguard the organization's resources and supports sound operational and strategic decisions.

About BestPrep

BestPrep is a Minnesota-based nonprofit organization that prepares students with business, career, and financial literacy skills through hands-on experiences that inspire success in work and life. Since 1976, BestPrep has connected classrooms and workplaces to help students become college-prepared, work-ready, and career-bound.

The Opportunity

The Controller serves as BestPrep's lead financial professional, overseeing day-to-day accounting, monthly and year-end close, financial statements, payroll coordination, cash management, audit support, and regulatory compliance. The successful candidate will combine strong technical accounting skills with practical judgment, confidentiality, and a commitment to continuous improvement.

Key Responsibilities

- Oversee daily accounting operations and maintain accurate, timely financial records in accordance with GAAP and nonprofit accounting standards.
- Maintain QuickBooks, the general ledger, and supporting financial documentation.
- Manage accounts payable, accounts receivable, payroll coordination, cash management, employee reimbursements, vendor payments, and banking relationships.
- Prepare and review monthly financial statements, supporting schedules, and reports for leadership and the Board.
- Lead monthly and year-end close, including journal entries, account reconciliations, and general ledger maintenance.
- Monitor cash flow and provide financial analysis and recommendations to support operational and strategic decision-making.

- Partner with the President & CEO and vice presidents on the annual budget, financial forecasts, and budget-to-actual variance analysis.
- Serve as the primary liaison to the external CPA for the annual audit, Form 990 preparation, and other required reporting.
- Ensure compliance with internal controls, grant and donor reporting requirements, financial policies, tax obligations, record-retention standards, and audit requirements.
- Prepare financial reconciliations for events, grants, and organizational initiatives.
- Identify and implement improvements to accounting processes, financial systems, and operational efficiency.
- Perform other financial, accounting, and administrative responsibilities that support BestPrep's mission and strategic priorities.

Required Qualifications

- Associate or bachelor's degree in accounting, finance, or a related field, or an equivalent combination of education and experience.
- More than five years of bookkeeping or accounting experience.
- Advanced proficiency in QuickBooks.
- Hands-on experience with accounts payable, accounts receivable, account reconciliations, month-end close, and payroll processing or coordination.
- Proficiency with Microsoft Excel and Microsoft Office.
- Strong understanding of accounting principles, exceptional attention to detail, and excellent organizational skills.
- Ability to manage competing priorities and deadlines, work independently, and communicate clearly in writing and verbally.
- Demonstrated integrity and ability to handle confidential information.

Preferred Qualifications

- Experience with nonprofit accounting.
- Five or more years of nonprofit experience.
- Experience with a CRM platform, preferably Salesforce.
- Prior oversight of technology systems, IT security, or vendor relationships.

Compensation, Benefits & Work Arrangement

- **Hiring range:** \$80,000–\$95,000.
- **Classification:** Full-time, exempt.
- **Benefits:** Medical and dental insurance.
- **Paid time off:** PTO, sick time, and 11 paid holidays.

- **Retirement:** 401(k) retirement plan.
- **Work arrangement:** Hybrid, combining remote work with two required in-office days each week.
- The role regularly requires operating a computer and other office equipment, sitting for extended periods, and occasionally lifting up to 20 pounds.

What Success Looks Like

You bring accuracy, sound judgment, and a service mindset to financial leadership. You are comfortable owning the details while also translating financial information into clear, useful guidance for colleagues and organizational leaders. You thrive in a mission-driven environment where collaboration, accountability, and thoughtful stewardship matter.

How to Apply

Please submit a résumé and cover letter to jsanders@bestprep.org. Applications will be reviewed beginning **Oct. 6, 2026**, and accepted until the position is filled.

BestPrep is an equal opportunity employer. We value a diverse workforce and encourage qualified candidates of all backgrounds to apply. Reasonable accommodations are available throughout the hiring process and in the performance of essential job functions.

THIS POSTING SUMMARIZES THE POSITION AND IS NOT INTENDED TO BE A COMPREHENSIVE OR EXHAUSTIVE LIST OF ALL DUTIES, RESPONSIBILITIES, QUALIFICATIONS, OR REQUIREMENTS. RESPONSIBILITIES MAY CHANGE AS ORGANIZATIONAL NEEDS EVOLVE.