



Food Bank RGV

JOB DESCRIPTION

JOB TITLE:	Comptroller	DATE:	September 2026
DEPARTMENT:	10 Admin	WRITTEN BY:	Cynthia Alcocer-Garcia
CLASSIFICATION:	Exempt	REVIEWED BY:	CEOs
POSITION/HOURS:	Full Time *Some Weekends		

REPORTING RELATIONSHIPS

POSITION REPORTS TO: CEOs

POSITIONS SUPERVISED: Accountant, Accounts Receivable, Accounts Payable/Payroll Admin

JOB SUMMARY

The Comptroller will be responsible for all aspects of financial planning, reporting, strategically managing accounting and financial products of the Food Bank of the Rio Grande Valley, Inc. (FBRGV). This position will provide leadership and coordination in the administrative, business planning, accounting, and budgeting efforts for the FBRGV. Reporting to the Chief Executive Officers (CEOs), and serving as a member of the Executive Management Team, this position provides leadership for all aspects of the organization's financial functions.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Ensures financial strategy, practices and initiatives are aligned with the 's business objectives and supports the organization's growth strategy.
- Reviews current budgets with department heads and plans and prepares for subsequent year's budget.
- Works with CEOs to prepare proposed budget for future year(s).
- Review all financial statements and related project reports.
- Monitors and recommends budget adjustments as required during the fiscal year.
- Oversees monthly and quarterly assessments and forecasts of FBRGV's financial performance against budget, financial and operational goals. Oversees short and long-term financial and managerial reporting.
- Manage external relationships with IRS, external auditors, banks, investors, advisors, etc.
- Responsible for ensuring that financial policies and practices are in compliance with the standards set by the IRS, Feeding America, and government contracting agencies.
- Manages grantor contracts and reimbursement requests (TEFAP, CSFP, SNAP, SNAP-ED, etc.).
- In connection with the Grants department and other program heads as needed, maintains grant records to enable monthly and/or quarterly reporting to grantors.
- Assists in working with department directors and grantors in understanding the accounting requirements for grants.
- Monitors elements of grants and contracts and maintains comprehensive files of all paperwork to support billings and other recordkeeping required in the grants and contracts.
- Annual Audit: oversees and manages the preparation of work papers and information required by the audit firm. Collaborates with Auditors on accounting issues, as needed.
- Sets up and prepares for monthly finance committee meetings and attends monthly board meetings. The finance committee meetings will be detailed meetings regarding operations and its financial impact on the FBRGV.
- Perform Risk Management by analyzing the organization's liabilities and investments.
- Maintains and manages liability insurance policies: files claims and updates policies.

- Oversees the accuracy of payroll disbursement by reviewing and approving payroll, ensuring the payroll processes are being utilized.
- Reconciles, processes, and transmits retirement premiums when or if applicable.
- Ensures compliance with company policies government regulations, and tax laws.

SUPERVISORY RESPONSIBILITIES

- Reviews Financial statement preparation.
- Reviews and approves of the work performed and/or reports for accounts payable, accounts receivable, journal entries.
- Reviews for accuracy, completeness, and timeliness of the financial reports for Director of Operations, Director of Development and Communications, Director of Grants & Government Relations, Senior Manager of Programs and Inventory, and any other department with an operating budget. This includes reviewing grant reports, prepared by the Director of Development and Communications, that this is provided to the Board. This report should be approved by the CEOs prior to Board meetings.

QUALIFICATIONS

- * At least two-five years of experience in a senior financial-management role, preferably in a nonprofit organization with a budget of at least \$15 million.
- * At least two years of supervisory experience in a finance setting.
- * Mathematical skills as needed and related to accounting functions and use of Excel documents.
- * Ability to present a professional demeanor under a variety of conditions.
- * Ability to collaborate effectively with people at all levels of the organization, including Food Bank RGV management, program staff, administrative support staff, board members, donors, contractors, and outside vendors.
- * Ability to think creatively and strategically to mediate and negotiate successfully with individuals and groups internally and externally.
- * Excellent communication skills, bi-lingual, including written, verbal and non-verbal.
- * Superior public speaking skills with an ability to make and use distinctions as to types, frequency, tenor and levels of communications, depending upon circumstances, audience, recipient, and content.
- * Exceptional organizational and time management skills.
- * Ability to work effectively and constructively with a range of internal and external partners; and work as a collaborative member of teams including administration, development, communications, operations, and other program teams.
- * Strong software skills; proven ability to proficiently use Outlook, Word, Excel, PowerPoint, and the Internet.
- * Ability to quickly learn new technologies relevant to the Food Bank RGV's work environment.
- * Honesty, integrity and commitment to fighting hunger in the Rio Grande Valley.
- * Must have clear understanding of and ability to articulate the mission of FBRGV.
- * Personal experience in community service and an understanding of the role volunteerism.
- * Ability to make sound decisions based on knowledge and experience and possess the capacity for logical, rational, and analytical thought.
- * Possession of current Texas Class C driver's license and access to a personal vehicle. Must have a clean driving record for at least three years prior to employment.

EDUCATION/CERTIFICATION:

Minimum BA degree in Accounting
CPA preferred, and/or MBA
3-5 years in non-profit fund accounting experience preferred

SKILLS/ABILITIES:

- Demonstrated knowledge in financial management, government grants management, risk management, and planning and forecasting.
- Strong analytical and organizational skills.

- Excellent written, oral and interpersonal communication skills. In particular, the ability to understand and organize detailed information and to write about or talk extemporaneously on that information.
- Strong ethical character, good judgement and discretion; capable of handling confidential and financial information.
- Ability to balance multiple projects with attention to detail and accuracy while adhering to deadlines in a high-energy, fast-paced environment.
- Strong customer service skills and willingness to assist others.
- Bilingual preferred.
- Able to coordinate well with other departments and personnel.
- Must possess good knowledge of accounting programs, Microsoft office programs, specifically Excel.

ADDITIONAL REQUIREMENTS OF THIS POSITION

REPETITIVE MOTIONS: Movements frequently and regularly required using the wrists, hands, and fingers.

PHYSICAL STRENGTH: Medium work; exerts up to 25lbs of force.

Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 50lbs.

Conditions may include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Employee Signature (Employee has received a copy of Job Description): _____

Employee Name (Print): _____

Date: _____