



Position Title: Controller	Location: National
Business Unit: Accounting & Finance	FLSA status: Exempt
Department: Accounting & Finance	Pay grade: 99
Reports to: Director of Finance & Accounting	Last Reviewed: March 2020

SUMMARY: The Controller is responsible for managing all accounting operations for the Foundation to include maintaining an adequate system of accounting records, developing a comprehensive set of controls designed to mitigate risk, and enhancing the accuracy of the company's reported financial results. In addition, the Controller will work to ensure compliance with generally accepted accounting principles and follow financial management techniques and practices appropriate for not-for-profit organizations. The Controller will provide direction and leadership to the accounting staff responsible for operational activities, month end close and associated reconciliations.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Support Director of Finance with budgeting, cash flow planning, investment, and asset management.
- Manage the activities of the accounting department for the accurate and timely dissemination of financial management reports including, but not limited to, internal and external financial statements, audits and budgets.
- Ensure a timely and accurate monthly close process and associated general ledger reconciliations.
- Review biweekly payroll to ensure accuracy and review quarter and year-end payroll reporting.
- Oversee the activities of the accounts payable and pledge receivable to ensure accurate and timely management of all accounts receivable aging components including billings and cash receipts application
- Assure timely and accurate completion of all Form 990 returns.
- Establish and maintain systems and controls that verify the integrity of all systems, processes and data, and enhance the company's value.
- Assure accurate and timely completion of all corporate income tax returns.
- Prepare for and manage the financial statement audit preparation and review of 990s by performing, scheduling, assigning and reviewing work.
- Establish and maintain financial systems and controls that verify the integrity of processes and data to enhance the mission of the Foundation.
- Monitor compliance with grants and other financial arrangements.
- Assist with budgeting, cash flow planning, investment, and asset management.
- Develop tools and systems to provide critical financial and operational information to the Director of Finance and Accounting.
- Make actionable recommendations on strategy and operations.
- Research and document various accounting topics for proper accounting treatment.
- Communicate with co-workers, management, clients and others in a courteous and professional manner.
- Serve as a thought partner within the Accounting and Finance team to ensure accurate and timely financial information.

- Ensure all relevant taxes and regulatory reports are filed consistent with local, state and federal requirements.
- Participate in a wide variety of special projects and compile a variety of special reports.
- Conform with and abide by all regulations, policies, work procedures and instructions.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Not-for-profit accounting GAAP rules and processes
- Business management including demonstrated skills and experience in employee supervision, program and policy.
- Funding resources and grant compliance requirements.
- Analytical, critical thinking, negotiation, and problem solving.
- Manage financial systems and leverage technology to achieve operational efficiency.
- Fiscally responsible.
- Management of bank accounts and cash activities
- Communicate clearly in a variety of settings to a wide range of employees, partners, and stakeholders.
- Adapt to change, create an environment that supports change and resolve conflict and lead change.
- Work with board-level committees.
- Work effectively and creatively in a complex organizational setting.
- Excellent organizational and project management skills. Ability to multi-task and work well under pressure.
- Outstanding interpersonal, oral and written communications skills.
- Ability to self-motivate and work independently.
- An established commitment to work collaboratively and harmoniously with CSF staff, colleagues and stakeholders.
- A commitment to diversity and equal opportunity.
- Ability to travel up to 10% of the time. Must have a valid driver's license and proof of insurance.

QUALIFICATIONS FOR THE POSITION:

- Bachelor's degree in finance or business.
- CPA Certification, or working to obtain
- Minimum of 6-8 years of direct experience with financial management and or CMA operations: accounting, budgeting, forecasting, cash management functions.
- Minimum of 5 years' experience with non-profit organization.
- Extensive management experience and possession of a leadership style that is inclusive but demands accountability.
- Experience managing federal and state funding.

Prepared by: Sarah Porter

Date Prepared: 3/10/2020

Date of Last Review: 3/12/2020

Reviewer: Jo Anna Parker