

Controller

Job Description

December 2020

For more than 30 years, the Community Foundation of Bloomington and Monroe County (CFBMC) has served as a philanthropic leader seeking to create positive impact for Monroe County. By connecting caring people, important causes, and community resources, CFBMC strives to improve quality of life for all who call our county home. Today the Foundation's impact often reaches beyond our county to include interconnected and interdependent communities in our region.

Innovation, collaboration, and a willingness to pursue transformative strategies are at the heart of the Community Foundation's culture. Whether it be through sustainable grant support through endowment building, partnering with individuals, businesses, and families to achieve their philanthropic goals, or incubating novel new community development initiatives, the Foundation continually strives to ensure that our community thrives and succeeds. Currently, CFBMC is the supported organization for Regional Opportunity Initiatives (ROI) which serves an 11-county region, and also provides administrative and financial oversight for CDFI Friendly Bloomington, a newly formed nonprofit. CFBMC is also the home of Monroe Smart Start, a leadership initiative of the Foundation focused on ensuring children ages birth to five are prepared to succeed in school and in life.

POSITION OVERVIEW

The Controller will serve as part of an integrated team of professionals working to achieve the mission of the Community Foundation and its affiliated partners. In this role, the Controller will take the lead in providing overall financial management and overseeing investment strategies for the Foundation's \$50 million in assets, working in close collaboration with staff, Board, Finance committees, and investment advisors. She or he will help build and manage effective and streamlined systems to support the efficient and productive operation of the organization. The Controller reports to the President and CEO and is responsible for the management of the financial functions of the Foundation, including fund accounting, payroll, accounts payable, financial analysis, reporting, and audit support. This professional will also staff the Foundation's and ROI's Finance and Investment Committees in its oversight of investment activity, financial performance and budgets.

FINANCIAL AND ACCOUNTING LEADERSHIP

- Oversight of all accounts, ledgers, and reporting systems; documenting and maintaining all financial procedures.
- Development and tracking of annual operational and programmatic budget, including regular reporting.
- Ensure appropriate gift entry, management, and reporting, including gift annuities. Coordinate closely with staff to ensure information is shared and protocols are implemented to open funds and acknowledge gifts.
- Manage and track the performance of invested assets in keeping with policies and investment guidelines, including impact investments.
- Oversee payroll and benefits administration including reporting, maintaining employer tax records and returns, and basic human resources administrative functions.
- In consultation with external auditors, oversee and coordinate all audit activity and related documents.

- Maintain all required regulatory compliance regarding financial transactions and reporting.
- Manage and execute, as appropriate, all basic accounting procedures related to payables and receivables.

OTHER DUTIES

- Work with our technology coordinator and vendors to ensure equipment is maintained and replaced as needed.
- Monitor capital needs in accordance with Foundation policies.
- Staff the Finance and Investment Committees; prepare minutes.
- Attend Board meetings and present information and reports as required.
- Monitor insurance policies and engage COO in an annual review.
- Potentially manage part time staff, when required, to provide support in administrative and basic accounting activities.
- Other duties as assigned.

DESIRED SKILLS AND TALENTS

- Ability to work both independently and as part of a professional team with a positive, proactive attitude.
- Strong organizational and project management skills.
- Detail oriented: able to follow instructions precisely, review documents for accuracy, and be respectful of deadlines.
- Customer service orientation and ability to respond to donors, staff, and stakeholders with sensitivity, patience, enthusiasm, and timeliness.
- Ability to develop and revise systems and procedures.
- Flexible and self-directed.
- Effective oral and written communication skills.
- Ability to exercise discretion and independent judgement.
- High level of integrity and professional maturity.

EDUCATION, EXPERIENCE, BACKGROUND

- Bachelor's degree with emphasis in accounting, finance, or a related field, CPA or commensurate experience preferred.
- Experience in fund accounting and investments required. Nonprofit accounting experience including audits preferred.
- Experience in managing an integrated accounting system required; experience in FIMS or Blackbaud fund accounting systems a plus.
- Familiarity with grants, scholarship, and donor management software desirable.
- Proficiency in Microsoft Excel, Word and Office Outlook.

SPECIFICS

- Status: Full Time, 40 hours per week
- Salary: Commensurate with experience
- Hours: 8:30 a.m. – 5:30 p.m. Monday – Friday
Some occasional night, early morning and weekend work.
- Reporting: President and CEO

We will provide equal employment opportunity without regard to race, creed, color, ethnicity, national origin, sex, sexual orientation, sexual expression, age, marital status, physical ability, pregnancy, religion, veteran status, or military obligations.

Submit cover letter, resume and salary requirements to meaganniese@cfbmc.org.