

Controller Job Description

POSITION:	Controller
REPORTS TO:	Executive Director
SUPERVISES:	Accountants
CLASSIFICATION:	Exempt

FUNCTION AND PURPOSE OF THE POSITION:

The Controller will set the Foundation's financial policy and direction while leading the day-to-day finance operations including functional responsibility over accounting, accounts payable/receivable, purchasing, payroll, and grants administration. The Controller will build and manage effective and streamlined administrative/financial systems, including financial, accounting, legal, information technology (IT), human resources (HR), security and risk management. As a member of the senior management team, the Controller will be involved in strategic planning, budgeting, and financial reporting to the Board.

ESSENTIAL FUNCTIONS:

Financial Management

- Manages all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements. Maintains internal control safeguards for the receipt of revenue and payment of expenditures.
- Oversees and leads annual budgeting and planning process; administers and reviews all financial plans and budgets; monitors progress and changes and keeps the Executive Director and Board of Directors abreast of the Foundation's financial status.
- Manages organizational cash flow and forecasting.
- Prepares monthly, quarterly, and annual financial reporting materials and metrics for the Foundation's Board of Directors.
- Coordinates all activities of the annual audit process.
- Manages the performance of invested assets in keeping with policies and investment guidelines.
- Continually evaluates best industry practices in comparison to internal systems and needed resources, considering future needs and budget realities.

Administrative Leadership and Management

- Oversees the Information Technology (IT) function of the Foundation by establishing IT policies, ensuring the proper functioning of all equipment and software, and planning for new technologies to support key capabilities required for future growth.
- Manages the Foundation's physical infrastructure: building and office space, system maintenance (phone system, security, cleaning, supplies, etc.), and security of the office.

- Reviews and makes recommendations to the Executive Director for changes to the Foundation's policies, procedures and practices on HR issues.
- Maintains responsibility for Foundation compliance with federal and state legislation pertaining to all HR matters.
- Oversees payroll, compensation, and benefits administration.

Supervisory Responsibilities

- **Managing Performance:** Sets clear goals and expectations for direct reports, tracks progress against the goals, provides feedback, and addresses performance problems and issues promptly.
- **Developing Others:** Delegates responsibility and coaches direct reports to expand their capabilities through work assignments, ongoing feedback, information sharing, and learning opportunities.
- **Entrepreneurial Orientation:** Looks for and seizes business opportunities, willingness to take calculated risks to exceed business goals. Constantly seeks to move the Foundation forward through effective strategic planning, aligning program goals with Foundation initiatives.
- **Influential Leadership:** Gains support of others for ideas, proposals, projects and solutions. Structures situations to create a desired impact. People willingly follow his / her leadership.

QUALIFICATIONS:

Minimum Requirements:

- BS in Accounting or Finance
- At least ten years in progressively responsible accounting and financial leadership roles
- Must be a non-smoker
- Commit to adhere to the Foundation's mission, vision, and values

Preferred Qualifications:

- MBA and/or CPA is highly desirable

TRAVEL:

Requires frequent day travel within the Foundation's service area as well as periodic overnight travel.

OTHER DUTIES:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

SIGNATURES:

This job description has been approved by:



Welborn Baptist
Foundation

Executive Director _____ Date _____
(Signature)

The employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position:

Employee _____ Date _____
(Signature)