Position Description
Controller

Department: Finance/Accounting
FLSA Status: Exempt
Job Status: Full-time

Position Purpose:

The Community Foundation for Greater Atlanta strengthens its region by providing quality services to donors and innovative leadership on community issues.

Reporting to the VP, Capacity and CFO, the Controller is responsible for overseeing and leading all finance and accounting operations, including maintaining the integrity of financial data, maintaining internal controls, and managing the accounting team. The Controller advances the foundation’s goals and brand through ensuring effective and efficient financial processes, accurately and timely financial reporting, and strategic planning and execution. Core areas of responsibility include accounting, routine financial reporting, audit and tax reporting, budgeting and forecasting, compliance, and financial systems.

Essential functions of Position:

Financial Management - Understanding of generally accepted accounting principles (GAAP), advanced financial and accounting concepts, financial metrics as they relate to the overall health of the organization, and ability to comprehend, analyze, and interpret financial statements and related information.

- Oversee all accounts, ledgers, and accounting systems ensuring compliance with appropriate GAAP standards and regulatory requirements
- Establish and maintain necessary internal controls and financial policies are in place and followed in all financial environments and technological applications and recommend improvements where needed
- Manage company cash flow, maximizing returns and limiting risk through prudent investment of cash balances
- Monitor financial reports at the appropriate levels to ensure they are in line with organizational goals and budgets
• Reviews financial transactions (e.g., receivables, payables, general ledger entries, chart of accounts) for accuracy and to ensure they have been recorded in the proper period
• Ensure timely and accurate month end and year end close process and monthly
• Provide direction and assistance to other departments regarding accounting and budgeting policies, procedures, and efficient control and utilization of financial resources
• Review the monthly operating budget to the actual results for all departments and programs to identify, explain, and correct variances as appropriate
• Develops forward-looking, predictive models and activity based financial analysis to provide insight and direction for operations and business plans
• Analyzes and evaluates operating results to support decision-making processes driving the strategic allocation of resources throughout the organization

**Financial Reporting** - Ability to prepare, comprehend, analyze, and interpret financial statements and commentary according to GAAP.

• Prepare or direct the preparation of monthly, quarterly, annual, and ad hoc financial reports for internal and external stakeholders including senior leadership, Board and Board, Committees, donors, supporting organizations, nonprofits, staff and industry surveys
• Coordinate the annual audit including the timing and process of the auditors and the compilation of necessary information to complete the audit
• Prepare or direct the preparation of all federal, state, and local tax and regulatory filings (including 990 and 990-T)

**Budget Planning** – Knowledge of budgeting, forecasting, and modeling.

• Facilitate the quarterly and annual budget and forecast process with budget managers and senior leadership
• Develop or manage the development of budget templates, tools, processes, and training for managers

**Staff Management and Development**
• Oversee the hiring, training and supervision of accounting staff including staff performance reviews, and planning performance goals
• Guide accounting staff to enhance skills and promote professional growth
• Ensure accounting staff provides courteous, professional, and knowledgeable customer service
• Assign work, clarifies expectations and monitors/evaluates progress of assignments on an on-going basis
• Encourage and support cross functional work with all departments
• Work cooperatively and effectively with others to set goals, resolve problems, and make decisions

Strategic Management and Administration

• Support the CFO in directing financial strategies, providing financial expertise and business acumen in all strategic matters to the President/CEO and other senior leadership team members, making recommendations for improving operating efficiency and controlling/reducing operating costs, protecting the interests of the Foundation, and safeguarding the financial health of the organization
• Develop operational workflows to meet the strategic initiatives of the organization
• Develop and enhance key relationships throughout the Foundation and with Foundation initiative partners, supporting organizations, Board and Finance Committee members, donors, and grantees.
• Actively coach and develop accounting team by identifying opportunities for professional development and providing feedback on an ongoing and annual basis

Responsibility Level:
The Controller reports directly to the Vice President, Capacity / Chief Financial Officer.

Performance Standards:
The Controller will be evaluated on the ability to effectively perform the essential functions of the position; the ability to utilize the skills and qualifications described below; the ability to meet annual individual and team goals; and the ability to complete projects and assigned tasks in an accurate, cooperative, and timely manner.
QUALIFICATIONS

Skills:
- Ability to drive innovative business improvements: develops new insights into solutions that result in organizational improvements; help develop a work environment that fosters creative thinking, innovation and rational risk-taking
- Ability to accurately complete detailed financial reports, calculate figures and amounts, analyze statistical and financial data
- Ability to research and synthesize accounting and industry trends and developments
- Demonstrated ability to lead, manage and motivate employees
- Advanced proficiency with Microsoft Office (Outlook, Word, Excel), and the ability to effectively utilize proprietary software
- Excellent ability to organize and prioritize daily work and multiple requests/assignments while managing long-term strategic projects
- Excellent customer service and communication skills (listening, interpersonal, oral, and written)
- Proficient writing, editing and proofreading skills with the ability to gather and organize information appropriately
- A high degree of professionalism, confidence and flexibility that allows the incumbent to work collaboratively and effectively with stakeholders and colleagues of diverse backgrounds
- Excellent interpersonal skills with the ability to work well in a team environment. Ability to develop and maintain a good working relationship with the Foundation staff, donors, and nonprofit partners.

Education and Certifications:
- A Bachelor’s degree in Accounting required; MBA preferred
- CPA required

Experience:
- 7+ years accounting industry experience
- 5+ years of management experience in accounting and finance
- 3+ years Controller experience
- Nonprofit experience preferred

To Apply: Please submit your resume for consideration to hr@cfgreateratlanta.org with the subject line of “CFGA Controller”.

Community Foundation for Greater Atlanta values diversity and inclusion; therefore, we honor the diverse needs, strengths, voices, and backgrounds of all individuals in our regional community.