



THE FOUNDATION

The Community Foundation of Elkhart County is dedicated to transforming Elkhart County by bringing stakeholders together to tackle issues of concern in the community. Since its founding in 1989, the Community Foundation has helped hundreds of people create personal, permanent, and powerful legacies by establishing custom and charitable funds. In its three decades of history, the Community Foundation has awarded more than \$120 million in grants and scholarships and is now the steward of over \$400 million in charitable assets. Aided by Community Foundation expertise, fundholders have fostered the arts, awarded scholarships, championed community vibrancy, helped children learn to read, and provided food for the hungry and shelter for the homeless. They have made Elkhart County a better place to live as community partners.

By connecting philanthropy with community needs and opportunities, the Community Foundation works to improve the quality of life in Elkhart County by inspiring generosity.

For more information on the Community Foundation of Elkhart County, please visit www.inspiringgood.org.

POSITION DESCRIPTION: Controller

The Controller is responsible for ensuring financial transactions are properly recorded and for providing accurate financial reports. This includes providing leadership to and overseeing the Staff Accountant, who is responsible for recording accounts payable; reviewing and posting receipts; reconciling accounts and assisting in the monthly financial close; and reporting the cash position. The Controller plays a significant role in the tax return preparation; the audit process; and the budget process. Furthermore, this role leads and/or assists on various projects and fills in where needed to help the organization fulfill its mission. In addition to the necessary accounting acumen, this individual is very detail oriented; has the highest degree of professionalism; communicates effectively (verbal and written); and demonstrates a willingness to be a part of and support the team.

DUTIES & RESPONSIBILITIES

- Maintain the integrity of the general ledger and the transactions posted to it.
- Oversee the month-end closing process and financial reporting.
- Comprehensive understanding of the Staff Accountant's responsibilities so as to effectively oversee the position as well as provide backup coverage.
- Work with department managers to develop the annual budget.
- Aid, and at times lead, audit preparation work.
- Aid, and at times lead, preparation of the organization's tax return.
- Lead various tax/compliance filings, including 1099s and the property tax return.
- Record payroll entries.
- Assist in reporting and responding to internal and external inquiries, including several industry surveys.
- Help ensure internal controls are adhered to and that compliance measures are met.
- Update policies and procedures as needed.
- Maintain Finance Committee minutes.
- Other duties and projects as assigned.

POSITION REQUIREMENTS

Education & Experience

- Accounting degree with preference for relevant professional certification or graduate degree
- 10+ years of job experience in accounting, non-profit accounting experience preferred
- General knowledge of standard office technology, including Microsoft Office suite. Proficiency in Microsoft Dynamics and Business Central is ideal.

Skills and Character Traits

- High attention to detail
- Numerical and literary problem-solving skills
- High degree of confidentiality and personal decorum
- Strong written and verbal skills, with a propensity to communicate proactively
- Servant's heart, willing to go above and beyond to build internal and external relationships
- Willingness to be a team player in advancing the Foundation's high standards held in service to the community

This list of essential responsibilities and requirements is not intended to be exhaustive. The Community Foundation of Elkhart County reserves the right to revise this job description as needed to comply with actual job requirements.

SPECIFICS

- Status: Full-Time (typically 40-45 hours); Exempt; At-Will Employee
- Works from the Community Foundation's office. This is not a work-from-home position.
- Reports to: Chief Financial Officer
- Direct report: Staff Accountant
- Compensation commensurate with experience and qualifications
- Please submit your resume and cover letter to Info@InspiringGood.org