

CONTROLLER, Department Head

Department: Accounting

Reports to: Chief Financial Officer

Core Functions

- Supervises accounting staff; Senior Accountants and temp staff
- Responsible for executing all financial recordkeeping and reporting
- Leads in preparation of tax returns, annual external audit, other special projects
- With CFO, establishes monthly/quarterly/yearly reporting calendar and coordinate closes
- Ensures that proper financial controls are maintained to protect foundation's assets and recommends changes to controls, as necessary
- Ensure compliance with donor's intent and regulatory bodies
- Oversees and monitors financial transactions, asset rebalancing, and adequacy of working capital to meet foundation's financial requirements.

Secondary Functions

- Shares responsibility with DSAS department head for accuracy and timeliness of quarterly donor statements
 - Responsible for efficient functioning of accounting system and software
 - Generates annual spending amounts for foundation's endowments
 - Develops annual budget with CFO, COO, Senior Accountant, and Department Heads
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EAST BAY COMMUNITY FOUNDATION

Standard Qualities

- Passion for the mission of EBCF
- Strong commitment to professional excellence
- Ability to self-manage and work independently, but also collaboratively
- Strong oral and written communication skills

Skills and Competencies

- CPA certificate or equivalent experience
 - Strong knowledge of GAAP and fund accounting
 - Strong knowledge of accounting systems and software
 - Advanced financial analysis and modeling skills
 - Familiar with fund accounting and multiple types of planned giving vehicles available to Foundations, including trust and legacy gifts
 - Knowledge of UPMIFA and the management of endowments
 - Familiarity with fund types and their restrictions as applicable to a Community Foundation
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