



The Denver Foundation

JOB TITLE: Controller

REPORTS TO: Chief Financial Officer

FLSA STATUS: Exempt

POSITION SUMMARY:

The Controller is responsible for the oversight of financial, investment and fund management for the Foundation. The position requires understanding of Generally Accepted Accounting Principles, ability to communicate effectively, strong organizational and problem solving skills, ability to work independently and flexibility to adapt to a fast-paced environment. The employee must maintain professional relationships with internal staff at all levels and also maintain relationships with board, committee members, external vendors, donors and other stakeholders. This position works closely with the CFO.

RESPONSIBILITIES & ESSENTIAL FUNCTIONS:

Transactions (40%)

- Responsible for overseeing the financial, investment and fund management for the Foundation
- Responsible for overseeing the accuracy and integrity of the accounting system by reviewing all journal entries and maintaining the general ledger
- Oversee the monthly reconciliation of investment accounts for all investment pools and advisor managed funds
- Oversee complex gift and grant transactions
- Responsible for cash flow management, capital call approvals and the sale of gifts of securities
- Responsible for assessing quarterly fund administrative fees
- Maintain well documented procedures, identify opportunities for procedure efficiencies, and train necessary staff members on transaction processing

Compliance (35%)

- Responsible for the management and preparation for the annual audit
- Responsible for the annual federal tax return and state tax returns for the Foundation and supporting organizations
- Responsible for trust accounting and annual trust tax returns
- Oversee payroll tax filings and annual 403(b) Form 5500 tax return
- Oversee internal controls, financial data integrity and merchant services for Blackbaud
- Develop and manage compliance calendar for Foundation
- Develop and enforce compliance of organizational policies and procedures

Reporting (10%)

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- Responsible for financial reporting to internal and external parties
 - Financial reporting for the Board, Audit Committee, Finance Committee and Investment Committee
 - Donor and Agency statements
 - Financial statements and budget reports for the Administrative Fund
- Responsible for financial information for the Annual Report and the Treasurer Report
- Support departments with new reporting requests
- Responsible for preparation of the Administrative Fund annual budget including forecast of administrative revenue
- Participate in financial and investment surveys
- Perform special financial and investment analysis (cost revenue, historical analysis and forecasting)

Leadership (15%)

- Supervise managers of the Gifts and Grants, and Accounting team
- Assist the CFO with supporting the Audit Committee, Finance Committee and the Investment Committee

REQUIRED QUALIFICATIONS:

- Bachelor's degree in accounting or finance, or equivalent experience
- At least seven years of experience as a Controller or related experience
- At least five years of experience managing people
- Experience in preparing and analyzing financial statements and budgets
- Experience in business and strategic planning
- Ability to organize and prioritize work using knowledge of current office technology and business methods, personal computer and software applications
- Proficient use of Microsoft Office (especially Outlook, Word, and Excel)
- Work well under pressure and with many different types of people
- Excellent problem-solving skills and demonstrated initiative
- Excellent oral and written communications skills
- Strong organizational and time management skills
- Excellent attention to detail
- Ability to learn and adapt to new systems and processes quickly
- An unwavering commitment to racial equity
- Belief in the model of community foundations
- Ability to build relationships with people of diverse backgrounds, perspectives, and cultures

PREFERRED QUALIFICATIONS:

- CPA or MBA is a plus
- Background with nonprofit accounting and fund accounting

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- Experience using FinancialEdge, RaisersEdge, GrantedEdge, Laserfiche

WORK ENVIRONMENT: The position is based in an office environment with a mix of private offices and cubicles. Travel throughout the metro Denver region is an occasional possibility for this job.

PHYSICAL DEMANDS:

- Daily communication via phone
- Frequent extended hours in front of a computer screen with or without accommodations
- Regular group and public speaking
- Occasional activities occurring outdoors

ADDITIONAL ELIGIBILITY QUALIFICATIONS:

- Must be authorized to work in the United States

OTHER DUTIES: Please note 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 position. Duties, responsibilities, and activities may change at any time.

COMPENSATION: This is a full-time exempt position. The Denver Foundation offers a competitive benefits package including paid time off, retirement contribution, tuition assistance, and medical, life, and disability insurances. The starting salary for this position ranges from \$120,000 to \$140,000, depending upon experience.

APPLICATION PROCESS: Interested applicants should complete the application located on our Careers page at <http://www.denverfoundation.org/About/Careers>. Applications will be accepted until position is filled.

THE DENVER FOUNDATION'S ANTI-DISCRIMINATION POLICY: The Denver Foundation shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers, selection of vendors, and provision of services.

The Denver Foundation practices and champions inclusiveness in our community. We honor the diverse strengths, needs, voices, and backgrounds of all members of our community. Candidates from traditionally marginalized communities are especially encouraged to apply.

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