

Job Description: Controller

Organization

Baltimore Community Foundation is a philanthropic foundation created by and for the people of Greater Baltimore, where many donors join together to make the region they love a better place, today and for future generations. Our mission is to inspire donors to achieve their charitable goals from generation to generation and to improve the quality of life in the Baltimore region through grantmaking, enlightened civic leadership and strategic investments. BCF's vision is of a Baltimore that boasts a growing economy where all have the opportunity to thrive. Our action agenda organizes grants, initiatives and advocacy around this vision. The values that guide our work are trustworthiness, inclusion, and entrepreneurialism.

With assets over \$255 million comprised of nearly 900 charitable funds, BCF has granted over \$600 million since its inception in 1972 and is one of the Baltimore region's top grantmaking foundations. BCF makes charitable contributions to support a wide range of issues affecting the Baltimore region, currently with a focus on investments in two interest areas: Neighborhoods and Education. BCF also serves as the fiscal sponsor for major program initiatives and is affiliated with multiple supporting organizations. BCF undergoes a vigorous accreditation every year and is certified under the Council on Foundation's National Standards for U.S. Community Foundations.

BCF operates from the knowledge that profound disparities in opportunity exist between people of color and their white counterparts; and we acknowledge the historic and ongoing role that structural racism plays in creating and perpetuating those disparities. That is why we are committed to reducing racial disparities, identifying and combating structural racism, and fostering more equity and inclusion through our grantmaking, initiatives, and advocacy.

Position

The Controller is an exempt employee who reports to the Chief Financial Officer/Vice President of Administration. The Controller is required to perform the responsibilities of the position accurately, in a timely manner and with strict confidentiality. A thorough knowledge of accounting, ability to use a wide range of financial software programs, database knowledge, and the ability to communicate well with staff in all departments of the organization are essential to the success of the position. The Controller develops and disseminates financial and operational reports; prepares annual and internal audit schedules; develops and maintains the manual of finance policies and procedures. A key player in maintaining BCF's financial controls, this

position works closely with the members of the finance team and supervises the Finance Assistant and Gifts and Grants Administrator.

Responsibilities

Quality Control and Process Adherence

- In collaboration with the relevant finance staff and development and donor services staff, develop, improve and maintain the administrative and operational accounting processes and procedures for grants payment processing, gift acknowledgement, and payroll.
- Alongside the Director of Finance, ensure financial controls.
- Responsible for overall fund management in the general ledger system, architecture of fund attributes and recordkeeping standards, setup of new funds, fund closure processes, and periodic review and analysis of fund balances.

Operating Budget & Accounts Payable

- Direct the planning process and creation of the annual operating budget in collaboration with management.
- Oversee accounts payable and payroll process and activity.
- Approve monthly bank reconciliations.

Financial Reporting

- Maintain general ledger, including quarter-end and annual closing.
- Develop and execute financial reporting to the finance committee, management team, and department managers, including budget to actual analysis, key indicators and forecasting.
- Produce, monitor and evaluate clean internal and external financial reports (historical trends, financial projections, and other financial data necessary for effective operations and planning) for staff, board and board committees.
- Effectively use BCF's systems for information management and accurate reporting on expenses in all funds.
- Generate effective regular reporting to department and project managers to communicate status on departmental budgets.
- Produce accurate reports and information for use in grant applications, fund reports, and initiative tracking.
- Assist in the evaluation and implementation of new financial systems.
- Manage the financial reporting for the supporting organizations of BCF.
- Develop and prepare financial statements, including Statements of Financial Position, Statements of Activities, analysis of variances from budget and other financial reports.

Audit

- Support the annual audit process, including assisting in the preparation of audit schedules, tax returns, and regulatory filings.
- Prepare functional expenses for audit fieldwork in accordance with legal and regulatory compliance in all financial and tax aspects of the foundation operation.

- Prepare for and supervise internal audits.

Other Responsibilities

- Serve as a member of the staff team that supports the Budget & Finance and Audit committees.
- Direct process improvement and related projects as requested.
- Provide back up for gifts and grants processing.
- Assist with special projects as assigned.

Profile and Experience

The successful candidate must have demonstrated experience as a controller, preferably in another foundation or non-profit organization. The successful candidate must also be a bright, high energy and effective team leader who works independently and is self-motivated. Further, because of the culture of the Foundation and its ambitious goals, the Controller must be able to handle pressure and be able to multi-task and set priorities, perform hands-on leadership and be a skilled communicator and manager of people at all levels.

Qualifications

- Bachelor's degree.
- CPA certification.
- Fund Accounting or Public Accounting experience.
- Minimum of five to ten years of experience with progressive departmental responsibilities.
- Experience with fully integrated management information systems, like Blackbaud.
- Excellent computer skills—spreadsheet, word processing, database, reporting.
- Strong written and oral communication skills and ability to translate financial terms into understandable terms.
- Ability to work independently and as an effective team member in a high-speed, multiple-task environment.
- Ability to produce timely and accurate reports.
- Ability to work under tight deadlines.

To Apply

<https://baltimorecommunity.applicantstack.com/x/detail/a2erubreaiin/aa0>

The Baltimore Community Foundation is an equal opportunity employer and seeks a diverse pool of candidates in this search. We strive to be trustworthy, inclusive and entrepreneurial in all we do.

We offer a competitive compensation package including benefits such as health, vision and dental insurance, retirement contribution and match, tuition reimbursement, life insurance, disability insurance, charitable match, flexible spending account, employee assistance program and more.

To apply, please submit a resume and cover letter by clicking here:

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Direct calls and/or unsolicited third-party endorsements are strongly discouraged. No professional recruiters please.