



Job Title: Controller
Department: Finance
Reports to: Vice President for Finance
Updated: July 2024
Salary Range: \$100,000 - \$120,000 salaried exempt

Working at the Vermont Community Foundation

For more than 35 years, the Vermont Community Foundation has served Vermonters and their families through philanthropy and building stronger communities. Our mission—*Better Together: inspiring giving and bringing together people and resources to make a difference in Vermont*—provides the bedrock for our workplace culture. Our employees are passionate about making a difference every day and feel the urgency to work hard in service to strengthening and serving all Vermont communities. We approach our work with curiosity, respect, hard work, and integrity and believe strongly that we will not accomplish our goals unless we commit to equity and diversity. When you join our team, your work will matter.

Position Summary:

The Controller is a key role in the Finance Department directly responsible for operating and maintaining the financial books of record of the VCF. By working closely with the Vice President for Finance, the Controller is responsible for developing and maintaining accurate and timely financial records and reporting in compliance with GAAP. This includes recording financial information in the accounting system for various funds, payroll, accounts payable, and revenue recognition in the operating funds. The Controller organizes and leads the preparation and oversight of the annual audit and tax return.

This position works closely with leadership and other department managers to develop the annual budget and provide regular reporting on performance against budget. The Controller develops reports and analyses to support the financial reporting needs of the foundation.

As a leadership position in the VCF, the Controller role requires critical thinking skills and a growth mindset. This position sits on the VCF's leadership team, manages members of the accounting team, and is a strong role model and ambassador for VCF's mission and core values.

Responsibilities:

- Develop, implement, and oversee accounting processes that comply with GAAP and ensure financial controls are in place and followed
- Oversee the accounting system including revenue recognition, recording cash receipts and disbursements, payroll, fixed assets, accounts payable, and fund accounting (working closely with Treasury and Investments)
- Work with department managers in the formulation, forecasting, and maintenance of the VCF's annual budget
- Organize and lead the Foundation's annual audit, filing of the 990, and other tax filings
- Supervise the Accounting team, comprising 2-3 others
- Support the financial reporting and analysis needs of the Foundation
- Advise on accounting problems and assist other finance employees with work as necessary, including oversight of accounts payable and review of payroll

- Communicate with investment consultant and custodian regarding investment transfers, purchases, and sales
- Perform quarterly fund maintenance to assess reasonableness of funds (combing)
- Provides financial analysis, with emphasis on capital investments, pricing decisions, and contract negotiations
- Work with external auditors and provide needed information for the annual audit
- Maintenance and reconciliation of subsidiary modules (accounts payable, gifts, grants, FACTS, and pledges) to the general ledger
- Oversight and financial preparation of fund statements, including supporting organizations
- Maintenance and calculation of spending policy, quarterly VCF supporting fees, and annual Philanthropic Leadership Fund transfer
- Recommend and develop policies, procedures, and systems to ensure accurate fund accounting
- Stay abreast of trends and regulations in the field to ensure compliance and use of best practices

Essential Skills and Experience:

- Bachelor's degree in accounting or finance-related
- Experience in public accounting (municipal and/or fund accounting experience)
- Certified Public Accountant (CPA) licensed
- Knowledgeable of Sage Intacct or other finance software platforms a plus
- Excellent attention to detail
- Superb analytical and problem-solving skills
- Critical thinking skills and interest in process improvement
- Knowledge of fund accounting a plus, preferably in a nonprofit or community foundation setting
- Mastery of computerized spreadsheets and integrated accounting and database software
- Strong management skills with ability to coach, guide, and manage performance effectively
- Ability to communicate well across the organization, with diverse groups
- High degree of personal and professional integrity
- Ability to give and receive feedback
- Self-motivated and willingness to be available for assignments as they arise
- Personal style that embodies a commitment to collaboration, teamwork, and personal growth
- Ability to prioritize and ask clarifying questions when needed
- Ability to manage multiple tasks and adapt to frequent interruptions

Location: This may be a remote or hybrid role. Offices are located in Middlebury, VT and Burlington, VT with a distributed staff across the state. Open to flexible arrangements. If fully remote, must be willing to travel to Vermont on a regular basis.

The Vermont Community Foundation is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, religion, gender, gender identity, sex, age, marital or civil union status, national origin, ancestry, sexual orientation, place of birth, citizenship, military or veteran status, HIV status, genetic information, disability, or any other legally protected status as defined and required by state and federal laws.