



Together with our donors, our team boldly and proactively transforms our region – and you can too.

For over 25 years, Gulf Coast Community Foundation has partnered with generous donors, dedicated community partners, and an innovative team of talented employees who are empowered to identify needs in our community and lead strategic efforts to transform them.

Job Description: CONTROLLER

Reports to: CFO

Status: Exempt

Job Type: Full-time

Salary: \$113,00-\$130,000 annually

To apply: Send resume to: jointheteam@gulfcoastcf.org

The Controller will manage the day-to-day finance and accounting operations for approximately 1,000 donor funds, and assist the CFO with financial reporting, compliance and budget preparation. They will be responsible for day-to-day financial operations and Finance team supervision, ensure a timely monthly close process, develop and monitor internal control policies and procedures, and coordinate company-wide usage and understanding of the foundation's operating systems (iPhi, Office 365).

Essential duties and responsibilities

- Manage Finance staff, including setting priorities, assessing staffing and workloads, and performance evaluations.
- Manage accounting work flow and assist with problem solving to ensure timely, accurate and consistent reporting.
- Deliver scheduled and ad hoc, weekly and monthly financial reporting/analysis materials, meeting required deadlines.
- Ensure gifts, grants and payables are identified, recorded, monitored, and adhere to regulatory requirements.
- Perform research related to reporting and tax compliance; recommend actions.
- Review and confirm financial statements are accurate in accordance with GAAP and corresponding supporting and analytical schedules are reconciled.
- Prepare illustrations for charitable gift annuities and charitable unitrusts using Crescendo software.
- Maintain a monthly calendar and checklist of due dates for financial statements, deliverables, audits and tax returns.

- Independently solve accounting issues; recommend and implement process improvements.
- Manage annual audits and tax return preparation in conjunction with the CFO and confirm schedules for audits and other required filings.
- Interface with Audit and Risk Oversight Committee, Finance Committee, Investment Committee and Board members.
- Interact/collaborate with other departments, donors, grantees and vendors to resolve questions/issues in a timely and professional manner.
- Be a “super user” of the foundation’s accounting systems, and train others to become experts in applicable areas.

Qualifications

- Commitment to enthusiastically live the mission, vision, and values of Gulf Coast Community Foundation, and provide the highest standards of service to internal and external customers.
- Proven ability to collaborate and build effective relationships with a wide range of constituents, including exceptional relationship-building, listening and problem-solving skills.
- Capacity to assess organizational needs (processes, personnel, systems), think strategically, and objectively evaluate internal operations.
- Excellent presentation, written communication, and meeting facilitation skills.
- Ability to work in a fast-paced environment.
- Ability to manage multiple projects and priorities, while remaining focused on the detail-oriented work and follow-through.
- Ability to work well both independently and collaboratively within a multi-disciplinary team environment.
- Ability to develop, lead, and supervise staff to achieve positive outcomes for the organization in a remote/hybrid work environment.
- Ability to recognize highly confidential information and handle appropriately.
- Exceptional strategic decision-making, listening, and problem-solving skills.

Education Requirements

- Bachelor’s degree or higher in Accounting.
- Certified Public Accountant license.

Experience Requirements

- Experience managing an accounting/finance team.
- Advanced-level user with Excel, sophisticated accounting software, database applications and Microsoft Office.
- Experience with general ledger functions and the month-end/year end close process.
- Experience with creating reports and financial statements, as well as preparing well-documented workpapers for the annual financial audit and tax return preparation.
- Experience in developing and managing resources in a dynamic and growing organization.
- Experience in a role that encompasses a broad spectrum of skills, from daily tasks to strategic efforts.

General Physical Requirements

- Sedentary work: exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.
- Occasional walking, pushing, pulling, lifting, exerting over 10 pounds of force and recurrent repetitive motion (such as typing) are involved in performing this role.

Working Conditions

- The employee is not substantially exposed to adverse environmental conditions; however, events may take place off-site and may necessitate exposure to weather elements.
- When not working remotely, the employee will work in a cube-configured, open office environment with all other foundation employees in which background music and employee conversations may present a distraction.
- Ability to work remotely and from multiple locations as needed.

WHY WORK HERE?

EXPERIENCE

We are empowered to deliver an exceptional (+1) experience to our donors, nonprofit and community partners, Board of Directors, and colleagues.

WORKPLACE

Our hybrid workplace, digital communications, and open office space encourages interaction, communication, and collaboration. We create intentional opportunities for our team to connect to foster transparency, collaboration, and sharing of information

CULTURE

Our cohesive culture is sustained through our high-trust environment where employees are encouraged to identify and develop knowledge and skills, take measured risks, and push boldly into the future.

TECHNOLOGY

We have integrated advanced technology and provide employees with the tools needed to succeed while working in a hybrid environment.

STAFF BENEFITS

We offer:

- 11 full-day and 2 half-day paid holidays
- MINIMUM 160 PTO hours per year (pro-rated year 1) with no waiting period
- Paid time off to vote
- Paid time off for Poll Volunteers
- Paid family leave
- No cost telemedicine for our families
- No cost life, AD&D and disability insurance
- Discounted medical and vision insurance for our families
- No cost Employee Assistance Program
- No cost employee-only medical coverage
- No cost dental coverage for our families

- Low cost pet care discount plan
- Staff and organizational development investments (lunch and learns, staff retreat, and off-site staff gatherings)
- Opportunities for staff to attend external learning opportunities (conferences and/or trainings)
- Hybrid work model
- Monthly staff celebrations and family gatherings
- Employee discounts through Working Advantage
- Up to 4% employer match on 401(k) + discretionary contribution of up to an additional 5%