

## **Financial Controller - Job Description**

The Financial Controller at the Telluride Foundation ([www.telluridefoundation.org](http://www.telluridefoundation.org)) will direct the Foundation's accounting operations and internal controls. The Controller manages day-to-day accounting procedures and accounting software systems and is responsible for developing and implementing financial policies and procedures consistent with generally accepted accounting principles (GAAP). The Controller will monitor compliance with regulations and coordinate auditing processes and is responsible to continuously improve all aspects of accounting functions and processes. The Controller reports to the Director of Finance and CEO.

### **Duties Include:**

- Implement internal controls
- Ensure compliance with GAAP policies and regulations
- Maintain knowledge of regulatory requirements for community foundations
- Coordinate audit process
- Prepare audit schedules and financial statements and footnotes for the year-end Audited Financial Statements
- Report single audit annually in the Federal Clearing House website as required
- Maintain general ledger and subsidiary ledgers
- Update chart of accounts, vendor, and donor profiles in accounting system
- Manage pledge and accounts receivable
- Post journal entries
- Process accounts payable including grant and scholarship distributions
- Deposit cash receipts
- Process donor pledges, donor contributions, grant awards and accounts receivable payments
- Process reimbursable grant billings
- File federal grant reports and complete federal grant draws
- Complete bank and investment account reconciliations
- Post investment activity and process investment allocations
- Process fund fee allocations
- Compile and distribute donor fund statements

- Perform prompt and accurate quarter and year-end close procedures
- Prepare financial statements and associated reports
- Analyze financial data
- Monitor expenditures and compare to budget
- Ensure accuracy of financial information
- Create annual operating and program budgets with Finance Director and CEO
- Assist in preparation of tax returns (IRS 990)
- Prepare IRS Forms 1099 and 1096
- Act as Liaison with third party payroll company to ensure payroll is processed correctly
- Cooperate with and support programs and donor relations functions

**Qualifications:**

- Bachelor's Degree in Accounting
- Experience in Fund level Accounting at a non-profit Organization
- Knowledge of GAAP
- Proficiency in accounting software including MS Office applications
- Excellent communication skills
- Ability to multi-task and work independently
- Meet multiple and competing deadlines
- Excellent organization skills and attention to detail
- Follow tasks through to completion
- Participate as an effective team member

**Compensation and benefits:**

- Salary between \$70,000 - \$90,000 based on experience and skills
- Full benefit package including paid vacation, sick and holidays, health and dental insurance, company IRA program and matching, flexible spending and dependent care account, and support for purchase of season ski pass

Submit cover letter, resume and three references to Elaine Demas at [elaine@telluridefoundation.org](mailto:elaine@telluridefoundation.org) by September 15, 2021.