



A Unique Career Opportunity

Located in one of the most beautiful locations in the US, the Telluride Foundation is seeking an individual to join its dedicated team. The Foundation is an organization recognized nationally for its leadership, entrepreneurial approach, and impact focused work. This is not just a job; it is an opportunity to apply one's skills, creativity, and talent to make a meaningful impact directly in communities and people's lives.

Financial Controller Job Description

The Financial Controller at the Telluride Foundation 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 nonprofit 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 \$75,000 - \$100,000 based on experience and skills
- Full benefit package including paid vacation, sick and holidays, health and dental insurance, company matching IRA program, 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 by September 24, 2021.



MORE ABOUT TELLURIDE FOUNDATION

Today, the Foundation has raised and invested over \$70 million in the region to help improve the lives of those who live and work in the Foundation's service area in southwest Colorado. This is a unique, remote, and rural region - a region of diversity, innovation, and natural beauty, where people from all over the world come to recreate and to live. The area is known for its incredible alpine skiing, prevalent sunny skies, and unlimited summer recreational opportunities, as well as cultural events and authentic mountain character.

Since its inception in 2000, Telluride Foundation has grown to be a prominent leader and convener across the state. Differing from other community foundations, which rely on an asset management business model, the Telluride Foundation operates without an endowment through long-term pledges from donors. The Foundation's aim is to put donors' money to work in real time.

Through its grants program, the Foundation provides financial support to nonprofit organizations involved in health, human services, education, the arts, conservation, athletics, and other community-based efforts. The Foundation also provides capacity building support to help strengthen each nonprofits' effectiveness.

This is a unique community foundation committed to pursuing endeavors that push the envelope in the world of philanthropy. For 20 years, it has been focused on creative, entrepreneurial solutions to help solve the region's most pressing challenges.

Through the Foundation's Impact Initiatives, it tackles critical issues including workforce housing (<https://ruralhomesproject.co/>) broadband access, health (<https://tchnetwork.org/>), food insecurity, creating a local entrepreneurial ecosystem (<https://tellurideventurenetwork.com/>) and assisting our rural communities transition from coal-based commerce to economies representing a more resilient future.

The Foundation is looking for a professional who will serve as a member of our leadership team; it is a small organization with seven full time employees. The Organization promotes and deeply cares about diversity and inclusion among its staff, board, constituents, and stakeholders. Through collaboration with the entire staff, the Financial Controller will help shape our financial functions, make our processes more efficient and effective enabling all the staff to focus on the Foundation's mission; to improve the quality of life of the people they serve.

For more information on the Telluride Foundation visit their website at www.telluridefoundation.org