



## Position Description Controller

### Organization

RCF Connects (formerly Richmond Community Foundation) strives for healthy, thriving communities that are safe and diverse, and where families flourish and children are given new hope for a bright and abundant future. RCF Connects partners with the community to inspire leadership and to share the vision for work in five areas: Community Growth, Health, Restoring Neighborhoods, Education, and Public Safety. Our work is driven by a strong aspiration to work with our communities to strengthen economic, racial, cultural, social, and gender equity. This aspiration is expressed both in the outcomes we strive for and in the ways in which we do our work. Equity is both our organizational value and our goal. This is reflected in RCF's commitment to achieve equity goals in hiring and to build a workforce with a range of experiences, backgrounds and abilities to serve our diverse communities. RCF strongly encourages applicants of color to apply. To learn more, please visit <http://www.rcfconnects.org/>.

### Position

The Controller is a key leadership position within the organization and the Controller serves on the Executive Team. Reporting to the President and CEO, the Controller will plan and manage the day-to-day operations of the finance department. The successful candidate will be a highly efficient, self-starter professional with excellent accounting skills and a can-do attitude. This is a half-time position. The Controller supports RCF Connects' mission by managing RCF's financial and accounting functions. As a member of senior management, the Controller participates in setting and supporting the fulfillment of broad organizational goals, including equity goals, objectives and policies which are approved by the RCF President and CEO and Board of Directors. The Controller will be responsible for accurate and timely accounting and financial reporting for RCF and its wholly-owned property development LLC, as well as for establishing and maintaining a strong system of internal controls. The Controller will assist in the development and maintenance of appropriate accounting policies and procedures that follow what is considered "best practices" for non-profits and community foundations which serve diverse communities. In addition, the Controller will perform monthly financial analysis to explain results and other analyses as requested by the President or the Board of Directors. Finally, the Controller will oversee the work of the independent investment advisor on behalf of the Finance Committee.

### Responsibilities

- Oversee all day-to-day accounting functions, including A/R, A/P, G/L, reconciliations, grant and fund accounting, and fixed assets for RCF and its wholly-owned property development LLC.
- Manage the reconciliation of accounting GLs and bank accounts.
- Plan and manage annual audit.
- Plan and coordinate month-end and year-end close, including accurate preparation of journal entries and reconciliation of accounts.
- Prepare monthly financial statements timely and accurately; prepare projections and provide cash flow analysis.
- Report variances and concerns in a timely manner to CEO and COO.
- Plan and coordinate preparation of IRS Form 990 and other required tax and regulatory filings.
- Identify and drive significant improvements to systems and data, including a restructuring of the Chart of Accounts and implementation of enhanced ledger accounting for restricted funds

- Serve as the financial expert in the organization's accounting software (QuickBooks); assess and integrate other accounting programs, add-ons and services as needed.
- Manage and train additional accounting staff [currently comprising 1.0 FTE staff accountant and 0.5 FTE A/P associate].
- Support equity goals in technical analysis and fiscal decision making.
- Work closely with President and CEO in the development and evaluation of various fringe benefit programs for staff.
- Make recommendations regarding organizational and programmatic strategic growth.

#### **Required Qualifications**

- BS in accounting or related field.
- 5-7 years of accounting experience with at least 3-5 years of experience as a Controller of a similarly-sized nonprofit organization.
- Experience understanding and incorporating the perspectives of diverse communities (including race, culture, gender, and socioeconomic differences), in the consideration of impacts and outcomes of fiscal decision-making processes and technical analysis.
- Knowledge to understand and assess the investment strategies, allocations and results of a diverse portfolio, especially which impacts outcomes in underserved and underrepresented communities.
- Excellent written and verbal communication skills in preparing materials for and presenting to diverse audiences.
- Strong knowledge of nonprofit GAAP.
- Expertise with fund and grant accounting.
- Strong analytical skills.
- Ability to thrive and work accurately in a fast-paced, changing environment.
- Cultural competence to work effectively with a team of ethnically and racially diverse colleagues and board with an understanding of institutional and structural racism and bias and the impacts on underserved and underrepresented communities.
- Experienced planner and ability to multi-task; demonstrated ability to meet deadlines.

#### **Preferred**

- Master's degree in business, accounting or public administration.
- Certified Public Accountant.
- Experience with the products of the securities industries sufficient to manage the relationship between an investment advisor and the foundation's finance Committee.

#### **Salary/Benefits**

Salary range as a half-time employee starts at \$65,000 with full health benefits, vacation, sick leave and retirement options. While this position is posted as a half time exempt employee, the Controller may be engaged as a consultant if circumstances enable such categorization under IRS and AB5 requirements.

#### **Position will remain open until filled. Submit Cover Letter and Resume to:**

Jim Becker, President and CEO, at [jbecker@richmondcf.org](mailto:jbecker@richmondcf.org)

*The Richmond Community Foundation is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, veteran status, physical or mental disability, or sexual orientation.*