

Controller

POSITION DESCRIPTION

The controller manages the day-to-day financial operations of the Foundation and is responsible for maintaining financial, accounting, and administrative records to assure the overall integrity of the Foundation's financial systems. The controller reports to the vice president of finance and administration and works cooperatively with the Finance department, as well as with other Foundation staff. The controller position is an exempt position.

ABOUT THE WINSTON-SALEM FOUNDATION

We are a nonprofit community foundation, comprised of over 1,600 funds, that assists people and organizations with their charitable giving, provides financial aid to college students, and makes Community Grants to nonprofit organizations in Forsyth County. We are the oldest foundation in North Carolina, and we are one of the oldest community foundations in the country. Since 2018, the Foundation has been on a journey to deepen its understanding of and commitment to racial equity as both a priority in our work in the community and as a hallmark of our organizational culture.

Our vision:

A generous and trusting community where everyone is thriving.

Our mission:

We inspire giving and link resources to action, strengthening Forsyth County—now and forever.

Our values:

- **Inclusion** – we practice and champion inclusion, honoring the strengths and experiences of all in our community.
- **Accountability** – we honor the intentions of our donors and partners and hold ourselves to the highest standards of ethics, service, and stewardship.
- **Continuous Learning** – we are committed to learning and evolving with our community and our partners.

DESCRIPTION OF KEY RESPONSIBILITIES

All staff work together to live out the Foundation's mission, values, and equity commitment. Each person actively participates in education sessions, work groups, and other formal and informal opportunities to learn about and operationalize our shared commitment to equity.

Accounting

- Oversee all day-to-day accounting transactions performed by the Accounting Manager and Accounting Associate.
- Supervise the Accounting Manager and Accounting Associate.
- Prepare monthly activity summaries for all investment portfolios.
- Manage and reconcile the monthly endowment allocation process.
- Prepare the annual financial statements, including all supporting schedules and reports, and coordinate the annual independent audit.
- Serve as the staff liaison to the Audit Subcommittee.
- Prepare annual tax returns (Form 990, 990-T, 5500, and NC CD-405) for review by independent auditors and the Foundation committee.
- Prepare monthly customized reports for a large corporate donor advised fund.

Budgeting

- Construct annual operating budget for upcoming year, working with leadership team.
- Prepare monthly budget versus actual reports and distribute to leadership team.
- Prepare monthly allocations of operating expenses to various departments.
- Assist in agenda preparation for the Budget and Personnel Subcommittee meetings.

Payroll and Benefits

- Review semi-monthly payroll, transfer funds, and record payroll expenses in general ledger.
- Reconcile and approve monthly benefit invoices for payment.
- Serve as backup for processing payroll and benefits administration.

Other

- Provide backup assistance to the Accounting Manager in their absence.
- Respond to information requests from other departments and prepare appropriate reports.
- Attend and assist as needed with the Finance and Investing Subcommittee meetings.
- Participate in professional societies, keeping the Foundation abreast of current accounting developments.
- Perform other duties as may be assigned.

QUALIFICATIONS

- Commitment to the Foundation's values
- Commitment to and understanding of racial equity
- Ability to interact respectfully with people of diverse backgrounds, perspectives, and cultures
- Commitment to continuous learning
- Bachelor's degree in accounting at a minimum
- CPA license
- Seven to ten years accounting experience or equivalent education

- Highly developed organizational skills and attention to detail, including the ability to prioritize work effectively and manage multiple demands
- Problem-solving skills; inquisitive nature
- Well-developed interpersonal skills and mature work ethic
- Ability to function as part of a team
- Proficiency in Microsoft Office 365, particularly Excel (advanced), Outlook, and Teams
- Knowledge of Foundant software preferred
- Candidate must successfully pass financial and criminal background checks

HYBRID WORK SCHEDULE

The Foundation offers a hybrid schedule where staff work in person for part of the week and have the option to work remotely on other days. Our offices are in downtown Winston-Salem.

SALARY AND BENEFITS

Salary range starts at \$100,000, commensurate with experience. Benefits include generous paid time off (PTO) and holidays. Health insurance, life insurance, dental insurance, short-term and long-term disability insurance, and parental leave begin the first of the month following 30 days of employment. Eligibility for the defined contribution retirement plan begins after one year of service. Other optional benefits include a flexible benefit plan, supplemental insurance with AFLAC, employee supplemental retirement plan, charitable match program, and tuition and fee reimbursement.

The Winston-Salem Foundation is committed to building a staff that reflects the community served by the Foundation's mission and strategic priorities and we invite applicants that represent our diverse community.

To apply, please visit wsfoundation.org/careers.