Job Title: Assistant Controller
Date: November 2021
Exempt Status: Full-Time Non-Exempt

Job Specifications

Education: 4 year college degree and CPA preferred
Related Experience: 5 plus years’ accounting experience; 2 years nonprofit experience
Supervision Given: None
Supervision Received: Director of Finance and Investments

Job Summary: The Assistant Controller supports the financial accounting systems of CommunityGiving and its partners in collaboration with the CommunityGiving Finance team.

Job Duties
The Assistant Controller responsibilities include, but are not limited to, the following:

1. Financial Reporting and Budgeting:
   o Prepares financial statements and reports as directed by the Director of Finance and Investment
   o Assist DFI and other organizational leaders with budgeting

2. Compliance and Policy:
   o Ensure all accounting practices follow legal guidelines and established accounting principles, including FASB compliance
   o Collaborate with internal team to create internal controls and policies

3. General Accounting:
   o Assist Finance team with tax documentation and audit preparation
   o Assist with daily accounting needs which includes serving as back-up for the Finance Associate responsibilities as directed by DFI

4. Innovation:
Understand industry trends
   Investigate new technologies to improve efficiency and effectiveness of both the finance team and the larger CG team
   Explore utilization of non-traditional/emerging gift vehicles

5. Human Resources:
   Coordinates the payroll process within approved payroll software.
   Collaborates with DFI and Director of Operations and Human Resources to select and administer CommunityGiving employee benefits

6. Board and Committees:
   Attend Finance and Investment Committee meetings
   Attend additional board and committee meetings as directed by DFI

7. CommunityGiving and Community Foundation Field:
   Serves as part of the overall CommunityGiving team
   Supports and encourages building of collaborative and efficient systems to support all partner and associate foundations including education opportunities and other services for ALL CommunityGiving partner and associate foundations.
   Knowledgeable and involved in regional, state and national philanthropic and community foundation field as requested including the Council on Foundations, Minnesota Council on Foundations and others
   Represents CommunityGiving in providing peer and technical assistance, within advisory and affinity groups and as part of specialized sector efforts

8. Other Duties
   Performs other duties as required through the policies and procedures of CommunityGiving.

Knowledge, Skills and Abilities Desired
1. Understanding of fund accounting principles and accrual-based accounting system.
2. Knowledge of computer operations that integrate accounting modules including general ledger, accounts payable, gifts, grants and Microsoft Excel, Word and Dynamics.
3. Familiarity with FASB regulations as applied to public foundations.
4. Accuracy with numbers and attention to detail.
5. Ability to communicate clearly and effectively, both orally and in writing.
6. Ability to maintain complete information and prepare reports.
7. Ability to prioritize, organize, problem-solve and move between multiple tasks.
8. Ability to function both independently and within a team.
9. Willingness to learn.
Interpersonal Skills/Values

Every staff member employed by CommunityGiving is expected to possess and embrace the values as adopted by the Board of Directors.

We believe in...
- Capturing and preserving the legacy of our donors ... Forever
- Our duty to provide unparalleled, personalized service to our donors
- Inspiring philanthropy across generations
- Utilizing financial resources as a tool to bring about lasting, positive change
- Our responsibility to serve as a trusted local leader and community catalyst, building connections between people who share a common geography

We value...
- Community
  We bring people together to leave our world better than we found it. Everyone is welcome at the Community Foundation table.

- Integrity
  We recognize that our assets are our people, capital and reputation. If any of these is ever diminished, the last is the most difficult to restore.

- Commitment
  We possess an authentic and genuine dedication to the communities and people we serve.

- Innovation
  We are committed to being flexible and improving what we do and how we do it, each and every day.

- Optimism
  We have a “can-do” attitude that inspires creative solutions.