



Job Title: Assistant Controller

Reports To: Director of Finance

Position Summary

The Assistant Controller is part of team responsible for maintaining the flow of incoming donations and outgoing grants on behalf of donors and grantees. This role ensures accurate and timely transaction processing and reporting to ensure continued confidence by donors and grant recipients in the Community Foundation.

Essential Duties and Responsibilities

This description is meant to be an outline and is not meant to list all duties and responsibilities.

- Process incoming Donations in coordination with Grant Administrator for the Programs, Scholarships, Events and Administrative functional areas.
- Process outgoing ACH payments and check printing in coordination with functional managers for approval by the Director of Finance, Director of Community & Donor Engagement and Executive Director.
- Coordinate ACH setups for grantees for timely and secure payments.
- Research and manage donations arriving via Cybergrants.
- Assist with banking and investment account reconciliations monthly and quarterly.
- Process all annual distributions to include sending of grant letters and serving as point of contact for related questions and issues.
- Coordinate New Fund opening process and closing with staff.
- Reconcile external Credit Card processing Stripe system to ensure donations are appropriately tracked and credited.
- Reconcile internal FNB Credit Card statements for accurate entries and appropriate use by staff.
- Ensure all vendors provide W-9 information for annual Form 1099 tax reporting.
- Assist in annual audit and tax information collection for outside agencies.
- Evaluate and improve processes to ensure internal efficiency for staff and external stakeholders of the Community Foundation

Supervisory Responsibilities

This position does not have direct reports.



Other Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Thorough accounting knowledge of how debits and credits affect accounts. Non-profit and Fund accounting experience is a plus.
- Problem Solving - Gathers and analyzes information skillfully; Works well in group problem solving situations.
- Customer Service - Responds promptly to customer needs, responds to requests for service and assistance, meets commitments.
- Interpersonal Skills - Maintains confidentiality.
- Oral Communication - Listens and gets clarification, responds well to questions, participates in meetings.
- Written Communication - Writes clearly and informatively, edits work for spelling and grammar, varies writing style to meet needs.
- Teamwork - Contributes to building a positive team spirit, puts success of team above own interests.
- Ethics - Treats team members with respect, keeps commitments, inspires the trust of others, works with integrity and ethically, upholds organizational values.
- Organizational Support - Follows policies and procedures, completes tasks correctly and on time, supports organization's goals and values.
- Planning/Organizing - Prioritize and plans work activities, uses time efficiently.
- Professionalism - Approaches others in a tactful manner, treats others with respect and consideration regardless of their status or position.
- Quality - Demonstrates accuracy and thoroughness, looks for ways to improve and promote quality, monitors own work to ensure quality.
- Quantity - Completes work in timely manner, strives to increase productivity.
- Attendance/Punctuality - Is consistently at work on time.
- Dependability - Follows instructions, responds to management direction, takes responsibility for own actions, completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Asks for and offers help when needed.
- Innovation - Generates suggestions for improving work.

Education and Experience

Bachelor Degree with a major in Accounting with at least one year experience or training. Non-Profit, Banking or Public Accounting is a plus. Combinations of other experience and education backgrounds considered.

Certificates, Licenses, Registrations

Valid driver's license and automobile insurance.

Hours of Work Required:

Full time, 40 hours per week. Salaried position with benefits.