



Catholic Community
FOUNDATION
OF MINNESOTA

Position Profile

Assistant Controller

Part-time (approximately 20 hours/week)



**Catholic Community
FOUNDATION
OF MINNESOTA**

Fast Facts

Location

Saint Paul

Service Area

State of Minnesota with primary focus on the Twin Cities metro area

Staff

17 staff members

For the year ending June

30, 2018:

\$358 Million in assets

\$13.6 Million grants distributed

1,100 Total Funds

\$155 Million Granted Since Inception

Board of Directors

The Catholic Community Foundation is guided by a board of directors drawn from the ranks of Fortune 500 companies, major financial institutions, Catholic universities and the Federal Reserve. The Board comprises 27 members.

For more information, please visit

<https://www.ccf-mn.org/>

Mission

Mission

Our mission is to financially support the spiritual, educational, and social needs of the Catholic community.

We fulfill this mission by:

- Helping donors achieve their charitable and financial goals.
- Helping parishes, schools and Catholic organizations meet their long-term financial needs.
- Performing sophisticated financial transactions to raise funds for charitable purposes.
- Distributing earnings according to donor intent and community priorities.
- Seeking endowment funds to sustain our mission.

“We are not Catholic Charities. We don’t house and feed people. We provide funding in perpetuity for those who do.”

- Anne Cullen Miller, President

CCF AT A GLANCE



The Organization

A community foundation is a public charity established to serve specific charitable interests for a designated purpose or in a designated geographical region. The Catholic Community Foundation of Minnesota (CCF) serves the spiritual, educational, and social needs of Minnesota's Catholic community.

The Foundation accepts and invests both donor and institutional assets. These assets are invested and then yield grants. CCF's grantmaking includes grants advised by fund holders and their families as well as annual distributions from institutional endowments created to serve organizations in perpetuity. While donor constituents have largely been metro-centric, institutional funds from other dioceses are part of this asset base.

Beneficiaries of grants are nonprofit organizations whose missions serve our communities across a spectrum of nonprofits — both faith-based and secular. All grantees are nonprofits whose missions are in alignment with Catholic Social Teaching.

CCF collects, grows, and distributes funds on behalf of its individual and institutional donors. Their gifts and unrestricted dollars of The Legacy Fund sustain many of the programs that serve our communities. As a community foundation, CCF provides targeted financial support that enables organizations to serve the spiritual, educational, and social needs of the community in perpetuity.

Investment Philosophy: Efficient, Transparent, & Socially Responsible

1. With more than \$350 million in assets, CCF manages some of the most sophisticated financial transactions in the charitable realm — while investing in a faith aligned manner.
2. CCF balances the need to maximize total financial return over the long term, taking into account an appropriate amount of risk, with the need to invest according to our faith.
3. CCF operates professionally and transparently. While past performance is no guarantee of future results, its 990s, audited financial statements and annual reports demonstrate expertise at achieving that balance.



Grant Recipients

Over 700 organizations receive grants from Catholic Community Foundation and its donors. Below are just a few of the many grant recipients.

American Red Cross

Banyan Community

Bridging, Inc.

CARE

Catholic Charities

Catholic Relief Services

Cristo Rey Jesuit High School – Twin Cities

Loaves and Fishes

Minneapolis Institute of Arts

Minnesota Children’s Museum

NET Ministries Relevant

Radio

Sharing and Caring Hands Saint

Paul Chamber Orchestra Saint

Paul’s Outreach

Saint Paul Seminary Second

Harvest Hartland Union

Gospel Mission

YMCA of the Greater Twin Cities

Hundreds of Catholic Parishes and Schools

The Role

The Assistant Controller assists the Vice President of Finance and Administration with the Foundation's overall financial plan, policies, procedures and internal controls and in providing support to the Finance Committee. The position is part-time; working approximately twenty (20) hours per week.

The Assistant Controller is primarily responsible for the management of the day to day financial processes of the Foundation, including oversight of daily financial tasks including accounts payable, fixed assets and general ledger functions. The Assistant Controller manages portions of the monthly, quarterly and annual general ledger closing processes, including the review of general ledger account reconciliations, and assists in the timely and accurate preparation of financial statements and other reports. The Assistant Controller assists in ensuring compliance with all reporting and disclosure requirements and in the management of the Foundation's information systems (IT).

Reporting & Management

This position reports to the Vice-President of the Finance and Administration, Casey Scott, and has responsibility for team leadership of the Staff Accountant.

Major Position Responsibilities

- I. Assist Vice President of Finance and Administration in providing overall direction for accounting and reporting activities, including IT, audits, and accounting for operations, investments, funds, and grants – 50%
- II. Provide leadership and support for accounting team members – 10%
- III. Support the Vice President of Finance and Administration with the informational needs of the Finance Committee– 20%
- IV. Support the Vice President of Finance and Administration with special projects, as needed – 20%

A more detailed explanation of position responsibilities follows:

- I. Assist Vice-President of Finance and Administration in providing overall direction for accounting and reporting activities, including IT, audits, and accounting for operations, investments, funds, and grants – 50%
- Oversee the recording and maintenance of accounting information for the Foundation, coordinate all period-end close processes and reporting (month, quarter, and year) and ensure the accuracy, timeliness and clarity of financial statements and supporting schedules.
- Development, maintenance, and monitoring of internal controls to assure the safeguarding of the assets of the Foundation.
- Oversight of audit field work to assure a timely preparation of the audited financial statements and filing the IRS Form 990. Including implementing any new standards.
- Coordination of the creation of annual and quarterly budgets and multi-year forecasts.
- Work with Outsourced IT Vendor on the day-to-day management of the Foundation's IT systems ensuring proper controls are in place to safeguard data while maximizing user functionality

- Maintain donor portal by working with Grants Manager and software vendor to ensure a positive donor experience while addressing any donor needs or software operations issues that arise

II. Provide leadership and support for accounting team members – 10%

- Supervise, coach, evaluate and provide development of Staff Accountant.
- Act as primary backup to Fund Accounting Manager on all non-payroll related responsibilities.
- Other projects and duties, including providing backup for other Finance staff, as needed.

III. Support the Vice President of Finance and Administration with the informational needs of the Finance Committee– 20%

- Assist in creation of reports/materials as needed for the Finance Committee Packet and the Finance Committee materials for the Board
- Attend Finance Committee meetings and timely prepare, finalize and internally distribute meeting minutes for approval

IV. Support the Vice President of Finance and Administration with special projects, as needed – 20%

- Assist the Vice President of Finance and Administration with the following:
 - Benchmarking Foundation activities, including all vendor relationships, and creating special reports both one-time and historical
 - Risk assessment and remediation
 - Compliance oversight with regard to regulatory requirements such as filing with the IRS and State Attorney General; Minnesota Secretary of State; CGA filings: trustee regulations and filings; postal regulations; state and local employment regulations and other nonprofit issues.
 - Audit and ensure compliance with all Finance and Human Resource policies including schedules which outline when each policy should be audited.
 - Develop and maintain the Accounting Manual

The Ideal Candidate Has

- Bachelor's Degree in Accounting, Finance, Business Administration (CPA, MBA or CMA a plus).
- 5 years' experience in accounting or equivalent (nonprofit or foundation experience a plus).
- Good judgment with an aptitude to motivate people, set priorities, analyze data, prepare conclusions and handle multiple assignments with tight deadlines.
- A commitment to the mission of the Catholic Community Foundation.
- Demonstrated expertise in practical use of and leadership in technology and the ability to use such tools to inform and educate staff on matters related to Finance and Investment.
- Thorough understanding of automated financial and accounting systems, preferably foundation software.
- Exceptional interpersonal leadership, supervisory and organizational skills.
- Excellent oral and written communication skills to effectively engage staff, volunteers, donors and stakeholders in the Finance and Investment functions vital to the success of the Foundation.
- Excellent Microsoft Excel skills and strong general Microsoft Office skills.

- Institutional investment experience a plus.

To Apply

Submit cover letter, resume, and two professional references to CCF Vice-President Casey Scott at scottc@ccf-mn.org. The position will remain open until filled. All inquiries and applications will remain confidential, and professional references will not be contacted until later in the search process.

The Catholic Community Foundation of Minnesota is an equal opportunity employer.