



Catholic Community  
FOUNDATION  
OF MINNESOTA

# CONTROLLER

Catholic Community Foundation  
St. Paul, MN



Are you a finance professional looking to support financially the spiritual, educational, and social needs of the Catholic community? We may have the ideal opportunity for you! kpCompanies is leading the search for the next Controller for the Catholic Community Foundation of Minnesota (CCF). This will be a dynamic and innovative finance professional responsible for moving the mission of CCF forward as it expands its reach in the Catholic Community. The Controller will support all aspects of the organization while collaborating with a talented staff and a committed executive team.

## APPLICATION DEADLINE

Applications will be accepted until 9:00 pm on July 19th, 2024

We encourage and appreciate early applications.





## POSITION DESCRIPTION

Reports to: VP Finance and Administration

Location: St. Paul, MN

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

Flexibility: Hybrid Work Schedule

Job Type: Full Time

## COMPENSATION

This is a hybrid role. CCF has identified a salary range of \$120,00-140,000 for this role. In addition to its compensation offering, CCF provides a comprehensive benefits package:

- Medical
- Dental
- Vision
- Life and AD&D
- Short-Term Disability Insurance
- Long-Term Disability Insurance
- PTO
- Retirement Savings Plan
- Summer Fridays

### kpCompanies Equity & Salary Disclosure

We believe in practices that create real equity and pay parity regardless of background or identity. We freely discuss compensation with all qualified candidates the first time we interview them. Saving the salary discussion for the first conversation allows us to understand the needs of each candidate fully and to ensure that qualified candidates, including those who've historically been overlooked and/or underpaid, don't self-select out of the processes based on salary alone, as our experience and research suggest. In addition to those who opt out because they fear the salary may be out of reach for them, we equally don't want to miss out on conversations with candidates who are slightly over the range when in some cases, the total compensation, including factors such as bonuses, flexibility, and better health benefits, etc. may exceed expectations. Finally, as a search firm, we always seek top-notch talent to introduce to our clients. Should the salary or any other requirement not be a fit, there is often a chance that someone on our team is working on another position you may be a better fit for. If you would like to discuss your qualifications for this role and salary and compensation, call us, and we'd be happy to discuss.



## POSITION PROFILE | Controller

### QUALIFICATIONS:

- Bachelor's degree in Accounting, Finance, or Business Administration.
- Advanced degree e.g. CPA, MBA, or CMA preferred
- Thorough understanding of automated financial and accounting systems, preferably foundation software.
- Working knowledge of donor advised funds, endowments, and trusts preferred.
- Good judgment with an aptitude to motivate people, set priorities, analyze data, prepare conclusions, and handle multiple assignments with tight deadlines.
- Exceptional interpersonal leadership, supervisory, and organizational skills.
- Excellent oral and written communication skills to effectively engage staff, volunteers, and stakeholders in Finance and Investment functions vital to CCF's success.
- Excellent Microsoft Excel skills and strong general Microsoft Office and SharePoint skills.
- Institutional investment experience a plus.

### RESPONSIBILITIES:

- Coordinate daily management of all accounting processes, including accounts payable, investments, fixed assets, and general ledger functions.
- Supervise Finance staff (Fund Accounting Manager, Senior Accountant, Staff Accountant)
- Manage the monthly, quarterly, and annual general ledger closing processes, including review of the general ledger account reconciliations.
- Prepare and present timely and accurate financial statements, reports, and other materials for use in Finance Committee and Board reporting.
- Oversee creation of annual budget and year-end forecast.
- Manage preparation of audit workpaper and oversee interim and final audit field work.
- Assist VP of Finance and Administration with tax returns and other regulatory requirements.
- Develop, maintain, and monitor internal controls.
- Annually review and recommend updates to CCF's Finance compliance policies.
- Review, approve, and post monthly journal entries.
- Review, approve, and post weekly grant distributions.





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## ORGANIZATIONAL OVERVIEW

Thirty years ago, a group of local Catholic leaders, led by then-Archbishop Roach, took a leap of faith and trust. They established a new organization, separate from the Archdiocese, to steward the charitable resources of Catholic individuals, families, parishes, and institutions.

With over \$250 million donated since 1992, Catholic Community Foundation stewards the financial resources of Catholic individuals, families, parishes, and institutions. We help Catholics know the joy that comes from expressing faith through giving. CCF engages with and upholds our Catholic faith in all aspects of our work guided by Catholic social teaching and Church doctrine.

CCF's mission is to support financially the spiritual, educational, and social needs of our Catholic community.

### CCF'S CORE VALUES

Compassionate Service | Stewardship  
Collaboration | Catholic Identity



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your source for key people

WORK WITH CCF

## Working together for good.

Donors give through the Catholic Community Foundation of Minnesota (CCF) to their chosen churches, schools, and charities.

- Individuals and institutions partner with us
- We invest and grow their gifts and assets
- We make grants to meet needs in our community
- We convene our community to share insights we've learned along the way

When donors give through CCF, they have the peace of mind and peace of heart knowing CCF screens every nonprofit — regardless of religious affiliation — to verify its tax status, financial management practices, accountability, and transparency. We also screen the nonprofit's mission, program, and the grant use to ensure alignment with Catholic social teaching and other Church teachings.

[LEARN MORE](#)



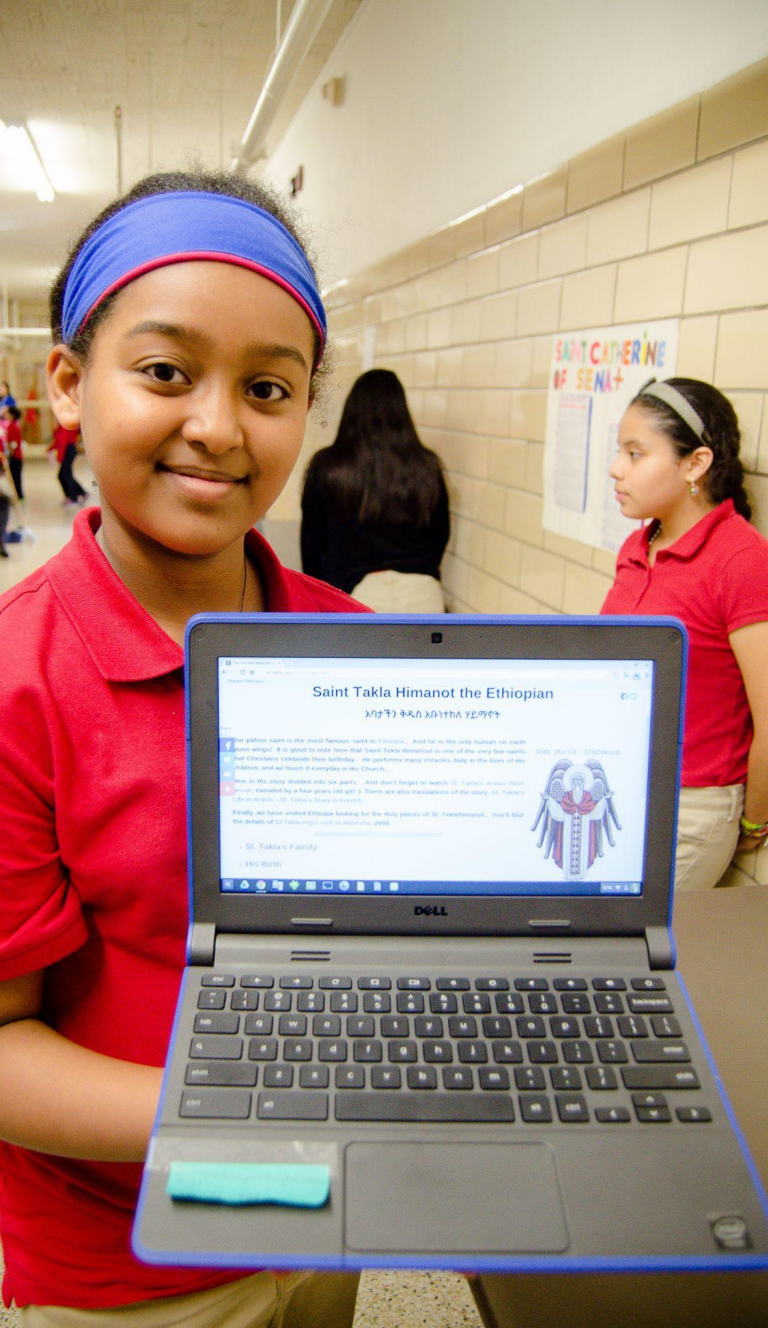
When you give through the Catholic Community Foundation, your generosity is invested and yields grants that help build and sustain a vibrant Catholic community.



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your source for key people





## OUR IMPACT

- In 2023 alone, we granted **\$24 million**.
- CCF made **3,695 individual grants** to 1,042 organizations in 2023.
- **88%** of grants stayed in Minnesota in 2023.
- **\$250 million**, granted since its founding in 1992.
- CCF is the **3rd largest public grant maker** in the state of Minnesota.

When you're inspired to share your blessings, we're here to help you build a giving plan aligned with your Catholic values — and ensure that your intentions will be honored for generations to come.



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# kpCOMPANIES EXECUTIVE SEARCH TEAM

Founded in 2001, kpCompanies is the number one source for finding top leadership talent across different industries. With scores of executives placed all around the country, kpCompanies has 6 Strategic, culturally competent, purpose-driven executive recruiters, along with a vast and diverse network of potential candidates to draw upon for your organization. Each recruiter specializes in providing diversity and more personalized executive search services to corporate clients in the Twin Cities and nationwide.



MIQUEL MCMOORE  
FOUNDER & CEO



TERRA CARBERT  
MANAGING DIRECTOR



JOELLE ALLEN  
SVP CLIENT SERVICES



AISHA BRANCH  
HEAD OF MARKETING



MAT PEISERT  
RECRUITMENT CONSULTANT



JON HEINEN  
RECRUITMENT CONSULTANT



NIDHI TYAGI  
RECRUITMENT CONSULTANT





# CONTACT US

## RECRUITER

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## PHONE

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kpCompanies is leading the search for the next Controller for Catholic Community Foundation. We've helped match exceptional talent with top companies since 2001. To learn more about kpCompanies and our services, visit [www.kpcompanies.com](http://www.kpcompanies.com)





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