



Catholic Community  
**FOUNDATION**  
OF MINNESOTA

August 2024 / OPEN UNTIL FILLED

## About the Catholic Community Foundation of Minnesota

The Catholic Community Foundation of Minnesota (CCF) partners with Catholic individuals, families, parishes, and institutions to create meaningful charitable giving strategies and steward their financial resources.

Established in 1992, CCF helps Catholics know the joy of expressing faith through giving.

### Our Mission

To support financially the spiritual, educational, and social needs of our Catholic community.

### About the Position

**Title**

Controller

**Office Location**

Saint Paul, MN / Hybrid

**Reports to**

Vice President of Finance and Administration

**Job Type**

Full Time

### Position Description

The Controller manages the overall financial plan, accounting, and finance activities and internal controls. The Controller is responsible for day-to-day management of CCF's financial processes, audit and tax preparation, compliance and internal controls, and supervision of the accounting staff. This position will be a key partner and support to the Vice President of Finance and Administration and will work with all levels of the organization.

### Requirements

The successful candidate will have the following:

**EXPERIENCE:** 7 or more years of professional accounting experience, including proven success leading and managing a team.

**EDUCATION:** Bachelor's degree in Accounting, Finance, or Business Administration. CPA, MBA, or CMA a plus.

**SKILLS:** 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.

**CHARACTERISTICS:** You are self-motivated and comfortable taking initiative and leading others. You enjoy analyzing and paying strong attention to detail. You enjoy a collaborative work environment and bring a developed sense of how to lead and manage a team while working successfully across departments. You desire a dynamic, fast-paced work setting, and bring an ability to gracefully receive direction and feedback. A heart for the Catholic faith and our local community is also desired.

## Responsibilities

As CCF's Controller, you will partner with the VP of Finance and Administration on implementing strategies to meet and manage the foundation's financial goals and plans. You will collaborate with your fellow staff members on the Finance team and beyond to accomplish strategic goals and objectives.

Your responsibilities will be to:

### Accounting Activities (50%)

- 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.
- Produce monthly operating report review and commentary for leadership team review.
- Review, approve, and post monthly journal entries.
- Review, approve, and post weekly grant distributions.
- Review and approve vendor payments.
- Manage banking relationships.
- Oversee payroll and human resource administrative tasks.
- Provide back-up as needed and appropriate for Finance team functions.
- Lead efforts to utilize technology to create improved processes.

### Finance Activities (35%)

- 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.
- Assist VP of Finance and Administration with enterprise risk assessment and remediation.
- Research and implement new accounting standards.
- Partner with Development team to monitor and track testamentary intentions.
- Review, analyze, and recommend action needed on CCF-owned life insurance policies.

### Internal Controls and Compliance (15%)

- Develop, maintain, and monitor internal controls.
- Annually review and recommend updates to CCF's Finance compliance policies.
- Oversee administration of investment compliance.
- Be vigilant and take appropriate action against cyber security threats.

**TO APPLY:** <https://recruitcrm.io/apply/17157832823360037823Sfq?1719240764>