Job Title: Controller
Reports to: Chief Financial Officer
Status: Full-time, exempt

Position summary

The Santa Fe Community Foundation is seeking a Controller reporting directly to the Chief Financial Officer. This is an opportunity for a talented Controller to join an exceptional team committed to building and refining a new way of operating. The Controller will be responsible for the work of the finance and accounting team overseeing data entry, payroll, accounts payable, general ledger, cash management, and investment activity. Supports the professional development of team members to improve timeliness, efficiency, and accuracy of accounting procedures and reporting. The ideal candidate must be a good communicator and have the ability to exercise clear judgment in a variety of situations, with the ability to maintain a realistic balance among competing priorities.

Duties & responsibilities

- Assists in the financial reporting, reconciling, budgeting, and maintenance of the general ledger.
- Assists in the preparation of materials, schedules, and various reports required by Foundation staff, Board, Finance Committee, donors, fund-holders, and grantors.
- Participates in the annual audit including preparation of work papers and drafting financial footnotes.
- Ensures that systems of internal controls are in place, daily transaction processing is accurate and reconciled, and compliance with appropriate regulations is maintained.
- Assists in the preparation of materials and schedules for the annual 990 and other tax
reporting as required.

- Monitors and prepares reports for grants, including private and governmental funding.
- Participates in the Impact Investing initiative of the Foundation.
- Reviews of the semimonthly payroll and related reports.
- Oversees the annual reporting of 1099s and W-2s.
- Assists in the maintenance and monitoring of human relations activities and requirements.
- Assists in monitoring and complying with regulations for fringe benefits offered to employees.
- Assists in monitoring the operation and maintenance of the Foundation's building.
- Assists in monitoring and reporting on the Foundation's investment portfolio, as well as the activities conducted by the Foundation's single-member LLCs and other organizations affiliated with the Foundation.
- Assists in the management, maintenance, and development of information technology systems.
- Other duties and responsibilities as assigned.

Preferred qualifications

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language ability

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers and employees of the organization.

Math ability

- Ability to work with mathematical concepts such as probability and statistical inference,
and fundamentals of plane and solid geometry and trigonometry.

- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning ability

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Knowledge, skills, and other abilities

- Superior technical, communication, interpersonal, technological, and organizational skills.
- A strong work ethic and commitment is highly desired.
- Must be willing to move easily among all the levels of accounting at the Foundation - from entering accounts payable to writing financial statements.
- Needs to be flexible, inquisitive, and nimble in responding to the needs of the community, its nonprofit partners, and its donors.
- Participation in some of the Foundation’s development events is expected.
- Joining relevant professional organizations and obtaining continuing education is encouraged.
- Respect the confidentiality of the Foundation’s work and understand its vision.

Computer skills

To perform this job successfully, an individual should have knowledge of Microsoft products, especially EXCEL, WORD, and Microsoft 365, Foundant, Blackbaud Financial Edge, payroll systems, and Raiser’s Edge.

Education/experience

Bachelor’s degree (B.A./B.S.); or four to six years related experience and/or training; or equivalent
combination of education and experience.

- CPA license preferred or adequate skills to meet the demands of this position.

Company benefits

The Santa Fe Community Foundation offers a highly competitive salary, 401(K), medical, dental, vision, and life insurance, PTO, and a generous number of company holidays.

Working Conditions

This is an in-person position, with standard hours Monday through Friday. Occasional work during evenings and weekends required.

- Requires the ability to sit and work at a desk for several hours at a time.
- Requires the ability to travel and attend meetings, presentations, and events outside the office, which may require occasional use of a motor vehicle for transportation to other locations. Due to the nature of external appointments and/or responsibilities requiring travel to locations not easily accessible by public transportation, driving is an essential job responsibility for this position.
- Work may require weekends and/or extended workday.
- Punctuality and satisfactory attendance are essential functions of the job.

About the Santa Fe Community Foundation

Since 1981, the Santa Fe Community Foundation has been dedicated to improving the health and vitality of northern New Mexico. As a comprehensive center for community philanthropy, we are proud to fund and collaborate with hundreds of local nonprofits, connect thousands of generous donors to giving opportunities, and support causes that improve the quality of life for all in our region. Learn more at santafecf.org/about.
How to apply

We are looking for top talent: people who want to use their abilities to make a lasting difference. If that is you, then please send your resume and a cover letter explaining your interest in the Controller position and what you would bring to the Santa Fe Community Foundation. You may submit your application via email to careers@santafecf.org or online at santafecf.org. No calls please.

Application deadline: Open until filled.

The Santa Fe Community Foundation is an equal opportunity employer committed to valuing diversity and practicing inclusion. We actively seek and encourage applications from minorities, women, and people with disabilities.