

### **POSITION DESCRIPTION**

North Texas Community Foundation (NTCF) is seeking a full-time Controller to join our team. The position is responsible for various accounting, financial reporting and analysis, and records management. The Controller supervises accounts payable and grant administration personnel. This position reports primarily to the Chief Financial Officer.

### **ABOUT NORTH TEXAS COMMUNITY FOUNDATION**

NTCF drives meaningful change through charitable investment. The Foundation helps donors meet the needs of our community by providing tax-efficient strategies to support the causes they care about most. We serve a network of generous individuals, families, and businesses intent on shaping the future of North Texas for good, forever.

NTCF offers unique employment opportunities for individuals wanting to make a positive impact in our region. We provide an inclusive and team-oriented work environment, a competitive benefits package and professional development opportunities. We are designated as a “Best Place for Working Parents,” and recognized by FW Inc. magazine as a “Best Company to Work For.”

### **CORE RESPONSIBILITIES**

#### **OPERATIONS OF ACCOUNTING DEPARTMENT**

- Maintain day-to-day operations of the Accounting and Finance Department
- Perform weekly review for accuracy of all A/P, Grant, Scholarship, Journal Entry, and Donation activity
- Perform and maintain accurate monthly reconciliations for all cash and investment statements
- Perform month and year end closing procedures
- Generate monthly fund statements for fund-holders and distribute them in accordance with preferences documented in the database system
- Monitor key financial metrics and identify areas for cost control and efficiency
- Work in conjunction with the CFO to set departmental goals that support the Foundation’s strategic plan
- Assist with the development and monitoring of budgets, forecasts, and financial performance
- Additional duties as required

#### **SYSTEMS & PROCESS OPTIMIZATION**

- Ensure that all processes/workflows support adequate segregation of duties/internal controls and are properly documents and updated as needed
- Identify and utilize financial technology and ERP systems to streamline operations and improve data integrity
- Evaluate and recommend financial systems improvements to enhance operational efficiency and reporting accuracy
- Work with IT and other departments to ensure the integration between accounting and other operational systems

## SUPERVISION

- Manage, mentor, and develop a high-performing team, ensuring alignment with the Foundation's goals and objectives
- Ensure adequate training and cross training among team members to meet the evolving needs of the Foundation

## COMPLIANCE

- Ensure all 1099 tax forms are sent timely as required by the Internal Revenue Service
- Coordinate and manage the annual audit process with external auditors

## SKILLS AND COMPETENCIES

- Bachelor's Degree in accounting or related field (Master's preferred).
- CPA or CMA preferred.
- Minimum of five to seven years of progressive accounting experience.
- Must be proficient with Word, Excel, and Outlook with the ability to learn database software.
- Ability to prepare and maintain accurate financial records and reports in a timely manner.
- Has knowledge and understanding of accounting processes and their impact on financial statements.
- Supervision experience.
- An aptitude for numbers and attention to detail.
- Effective written and oral communication skills.
- A strong desire to learn or know about new things.
- Self-starter who takes initiative in completing tasks, solving problems, etc.
- Must have a high level of integrity. Will have access to confidential information.
- Experience in an integrated financial database a plus.
- Familiarity with fund accounting or non-profit accounting a plus.

## BENEFITS INCLUDE:

- Competitive salary commensurate with experience
- Medical, dental, and vision insurance
- Paid vacation, sick leave, and personal time
- Flexible spending account or health savings account
- Traditional or Roth 403(b) with 5% employer contributions provided after six months
- Employer paid life and disability insurance

## TO APPLY

Please submit a cover letter and resume as **a single PDF** directed to Christopher White, Chief Financial Officer, at [HR@NorthTexasCF.org](mailto:HR@NorthTexasCF.org). **Please place "NTCF Controller" in your email Subject line.**