



Assistant Controller

The Foundation

Fairfield County's Community Foundation promotes philanthropy as a means to create change in Fairfield County, focusing on innovative and collaborative solutions to critical issues impacting the community. Our vision is to foster a vital and inclusive community where every individual has the opportunity to thrive.

Fairfield County's Community Foundation manages assets of \$180 million in 570 charitable funds, and has granted more than \$180 million since its inception in 1992 to strengthen the communities in Fairfield County. The Foundation undergoes a vigorous accreditation process every five years and is certified as compliant with the National Standards for U.S. Community Foundations.

The Position

Fairfield County's Community Foundation seeks an Assistant Controller to manage all financial accounting and reporting in our fast paced, dynamic tax-exempt organization. The Assistant Controller will ensure accurate and efficient financial operations to provide timely and transparent information to foundation stakeholders. We seek an Assistant Controller who brings strong financial accounting skills and the ability to manage and develop financial staff to meet our ambitious goals. A thorough knowledge of nonprofit accounting and financial reporting, as well as the ability to communicate well with staff in all departments is essential. This exempt position reports to the Vice President of Finance.

Responsibilities

- Develop plans and objectives with the Vice President of Finance and department staff for budgeting, accounting systems, reporting, internal auditing, and financial analysis.
- Supervise and develop our Finance Associate and Finance Assistant.
- Establish and monitor internal controls for investments, gifts, grants, payrolls, vendor payments, and bank and investment reconciliations.
- Manage the Foundation's budget, forecasts, cash flow, spending policy, and administrative reserve.
- Maintain the general ledger, including month-end, quarter-end and annual closing entries of 570+ component funds
- Prepare financial statements, including Statements of Financial Position, Statements of Activities, profit and loss reports by program, analysis of variances from budget, investment analyses, staff and program reports, and other financial reports.
- Manage annual audit and tax filings.
- Prepare financial models and analyses in MS Excel for quarterly reporting and special projects.

Qualifications and Experience

We seek a candidate with experience as a senior accountant or assistant controller, preferably in a foundation or nonprofit organization. The successful candidate will have integrity, self-motivation and an ability to work well with others, and also be comfortable handling pressure and managing multiple priorities to meet deadlines.

- Bachelor's degree in accounting and CPA certification
- Fund accounting or public accounting experience
- Five+ years progressive experience, including success managing accounting staff
- Excellent computer skills—accounting systems, spreadsheets & formulas, word processing
- Strong written and oral communication skills and ability to translate financial terms into plain language

This position description is intended to be general and will evolve over time. The description is subject to periodic updating. At management's discretion, the employee may be assigned different or additional duties from time to time.

To apply

Email cover letter, resume and salary requirements to: recruiting@fccfoundation.org

Please do not make telephone inquiries.

Fairfield County's Community Foundation is an equal opportunity employer