



Position Profile **Controller**

POSITION SUMMARY: The Controller provides leadership, guidance, and training for all accounting and finance functions to ensure financial stability is achieved and liability minimized in support of advancing the H. E. Butt Foundation's mission. This position oversees the management of budgeting and financial analysis and applying the value/investment mindset to decision-making.

PROGRAM MISSION: The Accounting Team strives to meet the accounting, payroll, and benefits needs of the Foundation in a professional, courteous, and service-oriented manner, in an environment that seeks to strengthen financial disciplines and educate Foundation staff on an ongoing basis.

ORGANIZATIONAL VALUES: Rooted in our Christian faith, daily work reflects the Values of Hospitality, Stewardship, Unity, and Excellence.

ESSENTIAL FUNCTIONS:

Oversight, leadership, and supervision of all accounting, financial planning, budgeting, and cash and endowment management functions and related processes

- Development and supervision for staff in performing the functions of accounts payable, accounts receivable, payroll, bank reconciliations, budgeting and financial reporting
- Management of and reporting of endowment-model financial planning and forecasting
 - Includes work with external consultants for investment and cash flow decisions
- Development and oversight of proper internal control procedures
- Oversee production of financial reports, annual audit, and tax returns compliance and filing
- Responsible for administration and reporting for health insurance and retirement savings benefit plans
- Encourage the strengthening of financial disciplines throughout all departments by educating leaders and their staff on value/investment mindset, best practices, benchmarking measures, and the understanding of the full-cost calculations for their areas of responsibilities

QUALIFICATIONS:

- Minimum of a BA and CPA license; Master's degree, preferred
- Demonstrated success in financial accounting
- Nonprofit and/or private Christian accounting sector experience is preferred
- Solid experience coordinating audit activities, managing financial reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll, and accounting for investments
- Proven technical skills
 - Advanced knowledge of accounting and reporting software; experience
 - Selecting and overseeing software installations and managing relationships with software vendors

- 4 to 6 years' management experience
- Demonstrated experience in management of strategic goals & objectives

COMPETENCIES—Knowledge, Skills, Abilities:

- Acts with Integrity -- Demonstrates principled behavior and sound business ethics; shows consistency among principles, values, and behavior; builds trust with others through own authenticity and follow-through on commitments
- Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others
- Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; available to staff; Provides regular performance feedback; Develops subordinates' skills and forward thinking with adequate training and one-on-one time
- Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed
- Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things
- Keen analytical, organizational, and problem-solving skills which allows for strategic data interpretation versus simple reporting

PHYSICAL REQUIREMENTS:

- While performing the duties of this job, the employee is regularly required to talk or hear.
- The employee is frequently required to stand, walk, use hands and fingers to handle or feel, and reach with hands and arms.
- The employee may occasionally lift and/or move items up to 25 pounds.

WORK ENVIRONMENT:

- This job operates in a professional office environment.
- This position may occasionally work in a camp or retreat setting.
- This role routinely uses standard office equipment such as computers, phones, and multi-function printers.

For more information and/or to apply, contact sseverson@hebfdn.org or call 713-303-7086.