



Controller

Job Description

Overview

Controller, Foundation for Appalachian Kentucky

The Controller at the Foundation for Appalachian Kentucky is a vital position that helps the Foundation amplify its mission and impact for programming, fundraising, donor development, and community outreach in service to the Foundation's strategic goals.

The Controller is responsible for the day-to-day fiscal operations including the maintenance of all accounts and financial systems and accurate up-to-date financial records. Responsible for fund management, investment accounting, financial reporting and contribute to the overall culture and work of the Foundation.

This position is full-time (40 hours a week) and can be hybrid, with 2-3 days a week in-office.

About the Foundation for Appalachian Kentucky

The [Foundation for Appalachian Kentucky](#) is a non-traditional, nationally accredited community foundation located in and serving the coal fields of Appalachian Kentucky. Located in Hazard, Kentucky, the Foundation works through our affiliate network to advance locally controlled philanthropy, cultivate non-traditional local leadership, and build community capacity.

Since 2009, the Foundation has positioned itself as the go-to organization in both times of opportunity and in [times of crisis](#). Over the last five years, the Foundation, while not specializing in disaster philanthropy, has stewarded over \$20 million dollars coming to our region during several natural and community disasters. We are continually called upon to serve as the trusted, place-based philanthropy experts serving our region. Through our extensive network of grantee partners, we work to serve as a channel for philanthropic investments to reach the organizations, businesses, farms, artists, and people that make up the ecosystem of the Appalachian Kentucky region.

The Foundation serves as a hub and backbone for community groups, nonprofits, and affiliate boards working to make their communities better.

Main Responsibilities

Financial Management and Administration

- Provide day-to-day management of finance, accounting, and administrative systems, maintaining excellent financial controls, records, policies and procedures
- Maintains completeness and accuracy of G/L
- Performs monthly and year-end closings and prepares, quarterly, Balance Sheet and Income Statement account reconciliations comparing actual to budget performance, analyzing and explaining variances.
- Administration of payroll, employee benefits, and compliance.
- Timely and accurate reporting of all gifts, with timely preparation of tax receipt letters
- Oversight of receipt, deposit, and accounting for all gifts
- Processing of all approved invoices and grants



- Works with COO to update and enforce Foundation's policies and procedures.

Audit

- Coordinate the preparation of audits, tax returns, and all financial filings required by law, as well as ongoing monitoring of budgets and spending.
- Prepares schedules as required for the tax return and annual audit.
- Liaison to auditors during audit.

Financial Analysis and Reporting

- Prepared quarterly consolidated financial statements for Foundation
- Works closely with COO to prepare financial reports for grant reporting purposes.

Budgeting and Forecasting

- Assists CEO in the development, maintenance, implementation, monitoring and reporting of the operating budget and projections.

General

- Participate in overall organizational strategic planning as requested
- Participate in annual teams work planning and weekly staff meetings
- Contribute to a healthy, kind, and safe organizational culture that values equity, diversity, and inclusion
- Other duties as assigned

Qualifications

- Bachelor's Degree, preferably in a related field (accounting, finance, or related degrees)
- 3-5 years of strong accounting experience
- Fund Accounting experience a plus.
- Demonstrated competency in accounting and internal controls with a thorough understanding of accounting theory and generally accepted accounting principles, budgeting, general ledger maintenance and analysis, financial reporting, and investment analysis.
- Proficiency in Word, Excel, Outlook, database software, and the use of integrated financial applications.
- Demonstrated ability to be self-directed and execute high quality projects
- Willingness to travel for day and occasional overnight stays within Central Appalachia and sometimes nationally
- Knowledge of and passion for Appalachian Kentucky and understanding of regional issues
- Ability to perform responsibilities in a professional manner and to handle assignments with a high degree of accuracy and confidentiality.
- Be able to work independently and cooperatively in a fast-paced and nimble environment.
- Committed to the Foundation's vision, mission, and values.
- You are required to be fully vaccinated for COVID-19 prior to your first day of employment.

Not Required but Preferred:

- CPA
- Experience working in the nonprofit or philanthropic sector



Attributes

- High regard for quality and accuracy, attention to details, excellent organizational and time management skills (ability to plan, prioritize and work on various projects and meet deadlines and to maintain confidentiality).
- Critical thinker: You ask questions, innovate, and problem solve to complete complex tasks.
- Communicator: You communicate effectively and appropriately, both in writing and verbally, with a diverse set of internal and external audiences. You communicate in a manner that demonstrates and fosters cooperation, respect, concern, and openness to change.
- Report builder: You instill trust and confidence with internal staff and external partners. You earn trust by your actions and faithfully keep your promises. People know you have their best interest in mind, and you are sincere in your communications.
- Performer: You are motivated by task accomplishment and achieving results. You have a strong desire to set goals and take decisive action.
- Multitasker: You enjoy engaging in many different types of projects and tasks and working quickly to resolve issues.

What's Attractive to the Right Candidate?

- You will join a passionate team, dedicated to the work we do and the communities and region we serve. We take pride in our accreditation and strive for excellence in all we do.
- You enjoy a
- We offer a competitive salary (\$50,000-\$60,000) and benefits package which includes Anthem BCBS medical, Delta Dental and Vision insurance; long-term and short-term disability; 401(k) with company contribution; Parental Leave; generous Paid Time Off and Holidays.

To Apply

We encourage you to apply, even if your experience is not a 100% match with the position description; we will consider people from a variety of backgrounds and career experiences.

Please email your cover letter and resume in PDF to Kristin Collins, kristin@appalachianky.org with "Controller Application" as the subject of the email.

Work Environment

The Foundation for Appalachian Kentucky is committed to creating a diverse work environment and proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any other basis protected by law.