



WHATCOM COMMUNITY FOUNDATION JOB POSTING: CONTROLLER

Who we are:

The Whatcom Community Foundation is a passionate board and staff team on a mission to: Cultivate neighborliness. Lift community voices. Invest in equity and hope.

We work in the areas of affordable housing, economic development, food and agriculture, environment, health and wellness, education, arts and culture, community, and nonprofit capacity building. We serve all of Whatcom County, located in the northwest corner of Washington state. Our vision is that everyone who lives here thrives. The Community Foundation is a complex organization serving a variety of communities in a predominantly rural county. We advance our mission through five strategies:

- Community Partnerships
- Putting Dollars to Work (grantmaking, impact investing and scholarships)
- Strengthening Nonprofits
- Helping Donors Make a Difference
- Advocating for Equity

As an organization, we value relationships, equity, diversity, inclusion, curiosity, integrity, creativity, stewardship, and courage. We are responsible risk takers in pursuit of making life in the many communities of Whatcom County better for everyone. We keep communities' aspirations at the center of our work and strive to create an environment that utilizes community members' knowledge, skills, expertise, and passion.

About the position:

You will inform, align, and implement finance, investment, and administration activities for the Whatcom Community Foundation (WCF) so that they are an extension of the organization's mission, vision, and values.

Budget and Other Financial: Oversees the development and execution of all accounting and financial systems, financial planning and budgeting, reporting, internal controls, and risk management.

- Maintains accurate financial records and general ledger statements.
- Leads and oversees budgeting, financial forecasting, and cash flow.
- Prepares and produces timely, accurate and relevant financial and management reports for the Board and CEO.
- Prepares monthly payroll and all cash disbursements, including grants when necessary.
- Manages Budget, financial statements, cash disbursements and lease rates in support of any supporting organizations and fiscally sponsored projects

Compliance, Legal, and Risk Management: Anticipate the Foundation's related needs and ensure execution to meet them.

- Oversees annual audit and preparation of 990s in partnership with the Audit Committee.

- Plans, implements, and evaluates all internal control systems associated with financial operations and procedures.
- Prepares and files Foundation's tax and legal forms.
- Evaluates insurance needs and then recommends and procures adequate policies.
- Serves as the administrator for Office 365, 1Password, Community Suite and other software critical to the operations and financial processes of the Foundation
- Manages the annual review and updating of WCF policies and governance documents.

Foundation Investments: Monitors and reports on investment activity, performance, fees, and allocation of Foundation assets.

- Supports the Treasurer, Investment and Finance, and Impact Investing Committees in their duties to oversee and monitor investment activities, including report preparation.
- Provides guidance to CEO, Impact Investing and Investment & Finance Committees on Impact/Mission Related Investing.

Human Resources: Leads human resource administrative processes.

- Administers and evaluates employee benefit programs to retain and attract a knowledgeable, skilled, collaborative, and motivated team.
- Oversees and manages office space and equipment.

Donor Services: Oversees and/or compiles information and reports as needed to donors and prospective donors.

- Provides information including fund establishment, fees, spending policy, and investment philosophy, strategy and performance to donors and others in concert with the President and Donor Services Team.

Supervise Gifts & Grants Administrator and Operations Associate: Oversees workflow and supports members of Finance and Operations Teams.

Equity: Has a deep personal interest and commitment to working in a diverse and inclusive work environment that places a high value on equity.

Qualifications

- Seven years or more of successful performance in financial, business, and administrative management.
- Undergraduate degree, or demonstrated commensurate experience, (CPA/MBA preferred) with emphasis in accounting, finance, business management or a related field.
- Required interest and appetite for leveraging innovative financial tools and wide-ranging and creative use of capital to align with mission, vision and values.
- Understanding of nonprofit sector, including knowledge of infrastructure, governance, and finance, as well as the role of a community foundation.
- Strong background in budgeting, financial and investment management, and grantmaking processes.
- Experience with legal and tax compliance requirements.
- Experience with audit, 990 preparation and managing endowments preferred.
- Knowledge and familiarity with general principles and best practices of human resources.
- Competency in current computer technology, including networks, Microsoft Office 365, Windows software and Azure.
- Excellent communications, organizational, and interpersonal skills.

- Ability to supervise staff and interact positively with a diverse range of people.
- Results oriented and self-directed.
- Commitment to providing high quality customer service to internal and external constituents.

SALARY AND BENEFITS:

The annual compensation for this full-time, exempt position includes a package of benefits including medical (plus monthly HSA stipend), vision, dental and retirement (vested after 1 year). Salary range is \$80,000-100,000 annually depending on experience. Hours include some evening and weekend work. Remote or hybrid work is possible; must be based in Whatcom County.

Application process:

To apply for this position, please visit whatcomcf.org/jobapplication to complete the application form and attach your cover letter and resume. If you have questions regarding the position or the application process, contact: Careers@whatcomcf.org. The position will be open until filled.