



Position Title: Controller

Reports To: Executive Director

Location: Alexandria, LA

Employment Type: Full-Time, Exempt

### **Position Summary**

The Controller works closely with the Executive Director to provide leadership and oversight of the Foundation's accounting activities, including pooled and fiduciary accounting activities associated with investments managed by the Foundation on behalf of other nonprofit organizations and charitable arrangements. The overarching goal for the Controller is to ensure the fiscal integrity of the Foundation.

### **Key Responsibilities**

#### **Leadership & Oversight**

- Assist the Executive Director in providing overall strategic leadership for the Foundation.
- Provide recommendations on policies, objectives, and guidelines pertinent to the accounting activities of the Foundation.
- Collaborate with staff, consultants, and others to ensure efficient administration and performance of accounting activities.

#### **Fiscal Management**

- Direct and oversee all accounting activities for the operations of the Foundation, including accounts, ledgers, accounts payable, accounts receivable, transfers, and inventory.
- Direct and oversee all accounting activities for the investments managed by the Foundation in a fiduciary capacity, including deposits, withdrawals, transfers, and the calculation and allocation of investment income, gains/losses, and fees.
- Monitor and manage cash flow and liquidity to ensure the Foundation's operational and fiduciary obligations are met.
- Ensure appropriate segregation of duties and internal controls related to cash handling, investment transactions, and fiduciary accounting activities.
- Manage fund and pooled accounting systems utilized by the Foundation.

#### **Budgeting & Reporting**

- Coordinate the development of the annual operating budget and monitor budget progress throughout the year.
- Prepare timely and accurate financial reports for the Executive Director, the Board, and other key partners as requested, including periodic summaries of financial activity.

- Preparation, filing, and distribution of all required tax and informational returns, including fiduciary and organizational filings.

#### **Audit & Compliance**

- Coordinate annual independent audit and prepare any required documentation.
- Coordinate annual review by the Evangelical Council for Financial Accountability and similar organizations.
- Ensure compliance with governmental regulations, industry standards, board policies, and internal controls, guidelines, and procedures pertinent to accounting activities.
- Serve as the primary liaison with external auditors, tax advisors, and regulatory bodies on accounting-related matters.
- Provide recommendations on policies, controls, guidelines, and procedures pertinent to the Foundation's accounting activities.

#### **Other Responsibilities**

- Maintain confidentiality of sensitive organizational and client information.
- Perform other duties assigned by the Executive Director or as customarily expected in comparable roles.

#### **Qualifications**

- A Christian who evidences a sincere faith and a deep commitment to the values and mission of the Foundation.
- A member in good standing of a Baptist church cooperating with the Louisiana Baptist Convention.
- Satisfactory completion of a background and credit check.
- A bachelor's degree from an accredited university, preferably in accounting or finance.
- Certified Public Accountant (CPA) license is preferred.
- Demonstrated leadership and accounting experience, with a preference for experience in nonprofit, fund-based, or fiduciary accounting environments.
- Excellent communication and presentation skills.
- Proficiency in Microsoft Office and other basic administrative and accounting software programs.

#### **Compensation & Benefits**

- Competitive salary commensurate with experience.
- Benefits package including retirement plan, health insurance, life insurance, disability insurance, paid time off, and ministry-related travel reimbursement.