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COMMUNITY FOUNDATION SONOMA COUNTY is a tax-exempt public charity created by and for the people of Sonoma County to help build and strengthen local communities. Through a community foundation, people with philanthropic interests can easily and effectively support the issues they care about. Since its inception in 1983, the Foundation has returned more than \$130 million to the community through grants that support programs in the areas of arts, education, the environment, and health and human services. The Foundation manages investment portfolios exceeding \$100 million and has an operating budget of approximately \$1.5 million.

POSITION TITLE: Controller

POSITION SUMMARY: Reporting to the Chief Financial Officer, the Controller will plan and manage the day-to-day operations of the finance department. The successful candidate will be a highly efficient, self-starter professional with excellent accounting skills and a can-do attitude. This is a full-time position.

PRIMARY DUTIES and RESPONSIBILITIES:

- Oversee all day-to-day accounting functions, including A/R, A/P, G/L, reconciliations, grant and fund accounting, and fixed assets
- Plan and coordinate month-end and year-end close including accurate preparation of journal entries and reconciliation of accounts
- Prepare monthly financial statements timely and accurately
- Plan and coordinate 990 and other required filings
- Identify and drive significant improvements to daily procedures
- Be the financial expert in organization's accounting software
- Manage process for payroll and personnel-related invoices and accounting

KNOWLEDGE, SKILLS, ABILITIES and EXPERIENCE REQUIRED:

- BS in accounting, CPA a plus
- 10 years of accounting experience
- At least 3 years experience as a Controller of a similarly-sized organization
- Supervisory skills and experience a plus
- Strong knowledge of nonprofit GAAP
- Experience with fund accounting and modular accounting systems
- Investment accounting experience
- Experience with foundation accounting a plus
- Strong Microsoft Office skills, with a particular emphasis on Excel
- Strong analytical skills
- Track record of implementing systems and process changes
- Ability to thrive and work accurately in fast-paced, changing environment

- Ability to learn new accounting software programs quickly
- Ability to work effectively with colleagues as a member of a team
- Excellent planner and multi-tasker
- Demonstrated ability to meet deadlines

PHYSICAL REQUIREMENTS:

- Ability to sit, stand, stoop, reach, lift (up to 20 pounds), bend, etc.
- Hand and wrist dexterity needed to work on a computer

DESIRED ATTRIBUTES:

- Sense of humor
- Strong customer service ethic

SALARY/BENEFITS:

- Salary is based on experience
- This is an exempt position
- Health, dental and retirement benefits are provided
- Paid vacation and sick leave are provided

SUBMIT RESUME TO: dcarroll@sonomacf.org

Community Foundation Sonoma County is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, veteran status, physical or mental disability, or sexual orientation.