**Lancaster County Community Foundation- Lancaster, PA**

**Controller**

**Position Summary:**

The Controller’s primary responsibility is managing the accounting, compliance, and reporting functions of the Foundation, working closely with the CFO.

**Job Title: Controller**  
**Reports To: CFO**  
**Status: Full-time, exempt position**

**Responsibilities:**  
• Monthly close including:

-Reconcile investment and cash accounts within iPhi accounting software

-Calculate and record all administrative income (fees, interest, etc.)

-General ledger/fund analysis and review and related journal entries

• Assist in managing and reviewing the Accounting & Development Assistant’s work, including AP, Grants payable, and contributions

• Setup and maintenance of new funds in iPhi

• Initiate and distribute quarterly & annual statements to fundholders

• Work with CFO to develop the annual comprehensive budget, and prepare relevant supporting schedules

• Maintain a system of internal controls to safeguard and assure the accuracy of financial information   
• Manage the annual audit & 990 reporting processes and prepare all corresponding schedules  
• Prepare or review monthly, quarterly, annual and other financial reports for Board, Committee, Staff or other constituencies as requested  
• Attend regular Finance and Investment Committee meetings

• Assist with financial due diligence of grantees and impact investments

• Communicate with fundholders regarding questions or concerns

• Participate with the team in strategic planning, retreats, cohorts, learning journeys, etc. as requested

• Other duties/special projects as assigned by the CFO.

**Minimum Education and Experience Requirements:**  
• Bachelor’s degree or higher in accounting (preferred), business administration or other related field

• CPA license preferred, but not required

• Experience with Office 365 and accounting software

• Minimum of 4 years’ experience in public and/or private accounting

**Required Skills:**  
• High level of integrity, accuracy, dependability, enthusiasm, and confidentiality  
• Proficient in computerized information systems and ability to problem-solve  
• Ability to work independently and autonomously, demonstrating good judgment and decision-making skills  
• Excellent communication, organizational and interpersonal skills  
• Desire and ability to work for a community foundation as part of a small, dynamic team

**Other requirements:**

* The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.  While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands, reach with hands and arms, and talk or hear. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
* Individuals hired for Foundation positions must provide proof of vaccination against COVID-19 unless otherwise prohibited by law. “Full vaccination” is defined as two weeks after both doses of a two-dose vaccine or two weeks since a single-dose vaccine has been administered. The Foundation complies with federal, state, and local laws regarding accommodations related to this policy.
* Finalists will be requested to perform pre-employment screening/testing, including a DISC assessment, skills assessment, and credit/criminal background checks.

**The Foundation is an equal opportunity employer and does not discriminate regarding sex, gender; gender identity; gender expression; race; color; national origin; religion; creed; age; disability; citizenship; marital or domestic partnership status; sexual orientation; genetic predisposition; military or veteran status; or any other characteristic protected by federal, state or local law, rule or regulation.**

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**Please submit cover letter, resume, references, and salary requirements to** [**wgroff@lancfound.org**](mailto:wgroff@lancfound.org)**.**