



SAN ANTONIO AREA FOUNDATION JOB DESCRIPTION

DEPARTMENT Finance	TITLE: Controller	REPORTS TO: CFO
DATE REVISED: April 2024	DATE EFFECTIVE: April 2024	EXEMPT or NON-EXEMPT? Exempt

THE AREA FOUNDATION

The San Antonio Area Foundation has served as the sole, designated community foundation for the San Antonio area for sixty years, growing to become one of the Top 20 foundations in the nation based on asset size. The Area Foundation serves as the community's most trusted and impactful philanthropic partner, managing more than 500 charitable funds totaling \$1.3 billion in assets. Coordinating efforts with numerous area nonprofits, the Area Foundation serves as a collaborative leader, connecting donors to address key community issues and investing in our future. Since 1964, over \$800 million for scholarships and grants have been awarded to close opportunity gaps for those who need it most in San Antonio. Learn more about your community foundation at saafdn.org

Our core values are Excellence, Passion, Integrity, and Community.

SUMMARY OF RESPONSIBILITIES

The Controller aids and supports the CFO in all financial matters. The Controller is responsible for the daily financial and accounting functions including preparation of financial statements, periodic income and expense reports, ad hoc financial analyses, account reconciliations, internal control processes, financial audits, and tax returns.

COMPETENCIES/SKILLS

- **Must adhere to Core Values**
- Demonstrated Expertise (**Required**) – Microsoft Office applications, financial modeling, business communications, and executive level presentations.
- Demonstrated skills in accounting and tax research, analysis and problem solving, internal controls, and business process documentation.
- Ability to work with, present to, and advise Audit/Finance and Investment committees.
- Ability to support continuing education of Finance staff including developing and enhancing technical competency and analysis skill.

QUALIFICATIONS

- Professional Experience (**Required**) – 8 years of combined public and corporate accounting experience.
- Demonstrated Expertise (**Required**) – Microsoft Office applications, financial modeling, business communications, and executive level presentations.
- Professional Credentials (**Required**) – CPA required (Active)
 - Educational Credentials (**Required**) – Bachelor's degree in accounting or equivalent degree from an accredited university. Master's in accounting or undergraduate degree in accounting with an MBA, preferred.
- Proficient knowledge of Generally Accepted Accounting Principles and Fund accounting.



TASKS/FUNCTIONS

- Financial Reporting
 - Manages preparation of monthly and annual financial statements, budget analysis and supporting schedules provided to management and departmental personnel.
 - Manages and reviews all grant, trust, and operating accounts including monthly account reconciliations, revenue and expense recognition, and funds transfers on a timely basis.
 - Assists CFO in preparation of annual budget.
 - Disclose any financial or internal control concerns or issues to the CFO.
- Financial Audit
 - Plans for and manage outside independent audit, ensuring that all schedules and information required are provided.
 - Manages the preparation and/or delegation of audit engagement responsibilities.
 - Ensures accurate preparation of annual consolidated financial statements and related footnotes to be reviewed by CFO and submitted to auditors.
- Taxes
 - Manages the preparation and/or delegation of all tax returns necessary to maintain compliance with IRS, state, and local requirements.
- Investments
 - Oversees all investment reconciliation and reporting.
 - Assists CFO in supporting Investment Committee
- Donor Services
 - Ensures accounting activity is accurately reflected within donor statements for monthly and annual publication and distribution.
 - Maintains accurate financial records and data for each fund in the Area Foundation's accounting system.
 - Reviews funds and trusts for expenses, entry fees, and management fees and provide periodic analysis of reasonableness to CFO as needed.
 - Works with Donor Services Officer when establishing new funds to ensure all financial aspects are considered.
 - Continually evaluates how to improve service to our donors and other customers.
- Human Resources
 - Administers the Foundation's retirement plans. Ensure timely deposits/contributions and compliance with Plan requirements.
- Miscellaneous
 - Provides assistance to the CFO in providing support to the following Committees in the development and implementation of reports, policies, and recommendations:
 - Audit/Finance Committee
 - Investment Committee
 - Establishes and ensures documentation of any new accounting policies and procedures.
 - Mentors and provides guidance to finance department personnel related to accounting and finance policies and procedures.
 - Ensures internal control documentation and related procedures remain current and are properly implemented.
 - Responds to surveys from national and regional governmental and trade organizations.



- Ensures periodic inventories of all Area Foundation capital assets.
- Works with all other Area Foundation departments to facilitate the gift and grant processes and the fulfillment of donors' charitable requests.
- Other duties as needed.

PHYSICAL DEMANDS / WORKING CONDITIONS

The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee occasionally may lift and move up to 40 pounds.

The San Antonio Area Foundation is an Equal Opportunity Employer.

Please send resume and cover letter to donna.mcilveen@vaco.com.