



NEW HAMPSHIRE  
CHARITABLE FOUNDATION

## Controller

Date of Last Revision: 03-28-2022

**Title Group:** Controller • manages the accounting function for the Foundation  
• has responsibilities for performance management of staff

**Department:** Finance

**Reports To:** CFO / VP, Finance

**Status:** Full-time | Exempt

### Position Summary

Primarily Advances Goal III of our strategic plan “Together We Thrive”: Advancing equity and racial justice by aligning our operations.

The Controller serves as the key finance person under the CFO and is the primary point of contact for general accounting inquiries. This role ensures the integrity of the financial reporting system; fulfills internal and external financial reporting requirements; manages accounting department functions; and provides leadership to accounting staff. The Controller also maintains and develops appropriate internal control procedures as required by law, generally accepted accounting principles (GAAP), senior management, and the Board of Directors.

### Essential Job Functions and Responsibilities

#### *Overall Leadership*

- Manages the selection, training, development, and appraisal of the accounting staff, and any other roles assigned; deploys staff and consultants to ensure the highest performance standards for financial and accounting activities
- Presents financial information to staff, management, and Board

#### *Accounting and Fiscal Management*

- Leads overall financial management functions including preparation of financial statements, compliance with State and Federal tax requirements and reporting, internal and external financial reporting
- Manages the annual external audit, including preparation and review of audit materials; serves as primary liaison with audit staff, manager, and partner
- Manages tax filings with the Foundation’s tax advisors, coordinates preparation of the 990 and 990-T and manages unrelated business income tax planning
- Researches and implements FASB, GAAP, and other Tax and Accounting regulations as well as internal control procedures
- Provides topical education to staff, management, and other non-profit entities
- Manages finance operations including donation processing, grant processing, payroll, payments and investment accounting
- Develops, implements, and oversees accounting policies and procedures around impact investing, advisor-managed funds, and other new products

- Works closely with the Director of IS and CFO on technology issues, particularly as it relates to the accounting software, provides staff support and training, works with programmers, develops reports and processes
- Ensures exemplary customer service including clarifying accounting policies and procedures to staff, donors, fund holders, Board members, and other non-profit organizations as needed

*Other*

- Participates in learning opportunities to build skills of collaboration, critical inquiry, listening, and trust and to increase understanding of issues related to equity and racial justice.
- Performs other duties as assigned

**Essential Knowledge, Skills, and Attributes**

- Ability to produce accurate financial reporting, initiate projects, and develop solutions
- Demonstrated professionalism and responsibility in organizing, developing, and managing financial information
- Excellent organizational skills and attention to detail including the ability to organize multiple tasks/projects, as well as prioritize tasks within projects
- Exceptional ability to manage sensitive and confidential information with discretion and judgment
- Demonstrated ability to lead initiatives and work collaboratively as well as be self-directed
- Ability to oversee and support the accounting team to create an environment of trust and productivity.
- Ability to work effectively with Board of Directors and committee members as well as develop effective interpersonal work relationships with a diverse range of internal and external people
- Ability to be flexible and work comfortably in a fast-paced environment, including the ability to work under deadline pressure
- Strong analytical skills as well as strong written and verbal communication skills
- Ensures adherence to regulations, laws, policies and procedures

**Job Characteristics**

- Shared office environment based in Concord, NH
- May require long periods of time at a computer
- Night and/or weekend work may be required
- Travel around the state may be necessary; may require travel to conferences with overnight stays

**Essential Qualifications**

- A combination of education and experience equivalent to the needs of the role with a preference for someone with a degree in Accounting or related field with CPA or CMA designation, and a minimum of five years of progressively responsible accounting and management experience
- Knowledge of and ability to implement appropriate internal control procedures, generally accepted accounting principles (GAAP), and other accounting, non-profit, and tax regulations
- Strong computer skills, including MS Office products, Internet, and accounting database applications, as well as advanced spreadsheet skills
- Valid driver's license

**Organizational Life**

- Participates in the Foundation's organizational life, including department management, improvement teams, and events as required
- Positively demonstrates the values and contributes to the culture of the Foundation
- Demonstrates a commitment to community and the well-being of New Hampshire
- Works effectively as a team contributor on all assignments

- Follows all company policies and procedures, as well as all local, state and federal laws concerning employment
- Contributes to a safe and productive environment

*Essential job functions and requirements are subject to possible modification to reasonably accommodate individuals with disabilities.*

*This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. This job description is general and may evolve over time. The description is subject to periodic updating. At management's discretion, the employee may be assigned different and/or additional duties or responsibilities.*