



OKLAHOMA CITY COMMUNITY FOUNDATION

OPEN POSITION

Job Title: Controller

The Oklahoma City Community Foundation is seeking a Controller. The Controller is responsible for all financial accounting and reporting functions of the organization. Provides leadership to staff involved in accumulating financial data necessary to provide accurate fund-level accounting and consolidated business results. Directs internal reporting to staff, management and trustees and external reporting to donors, auditors and regulatory entities. The Controller serves to support the mission of the Foundation, ensuring the Foundation is well represented to all partners through individual work and management of the team. This person is team-oriented and a vital partner in creating and maintaining a positive work environment for every staff member. This is a full-time exempt position.

About the Oklahoma City Community Foundation: Ranked among the largest community foundations in the nation, the Oklahoma City Community Foundation connects generous donors with passionate charitable organizations to build a stronger community. Founded in 1969, we are a 501(c)(3) public charity that works with donors to create charitable funds that will benefit our community now and in the future. Learn more about the Oklahoma City Community Foundation at www.occf.org.

Essential Functions:

- Guides the Finance Department while providing leadership to the staff who manages daily financial operations and coordinates financial activity with other departments as required
- Partners with the finance team in preparing consolidated financial statements and annual audit reports and coordinates meetings with a committee of the Foundation's Board of Trustees for approval
- Ensures the preparation and timely filing of Form 990 tax returns for multiple entities
- Oversees annual spending calculations for endowed funds, including those designated for use in OCCF community programs. Also ensures the periodic application of administrative fees and allocation of investment returns to all funds
- Works with the executive team to design and implement financial guidelines and controls
- Strives for operational excellence throughout the finance function and identifies and guides process improvements
- Ensures up-to-date adherence to generally accepted accounting principles for nonprofit organizations established by the Financial Accounting Standards Board as well as reporting requirements of the Internal Revenue Service
- Directs internal reporting to staff, management and trustees, and external reporting to donors, auditors and regulatory entities
- Assists in the preparation of the annual operating budget based on input from department leaders throughout the organization
- Prepares interim and annual financial reports for initiatives
- Prepares the Foundation's public financial statements
- Serves as the primary liaison with the external auditors and ensures successful annual audit
- Serves as a backup for the roles performed by Finance Department staff members

Qualifications & Skills:

- Bachelor's degree in Accounting or Finance and active license as a Certified Public Accountant, required
- Minimum of five years (5) of experience in nonprofit fund accounting and supervision



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- Strong working knowledge of nonprofit accounting and tax reporting standards, required
- Skilled use of computer and all programs within Microsoft Office Suite with proficiency in Excel, required
- Excellent team building, problem-solving, organizational and time management skills with attention to detail, required
- Experience with an integrated business operations and accounting system, preferred
- Strong experience in public accounting, preferred
- Ability to effectively use audio-visual meeting room technology, preferred

Working Conditions & Physical Demands:

- Prolonged periods of sitting at a desk and minimal lifting of objects up to 25 lbs.
- Minimal travel in the metro and surrounding area.

To apply, please send a cover letter, resume and three references with job title in the subject line to resume@occf.org.