



JOB DESCRIPTION

744 6th Avenue South, St. Petersburg, Florida, 33701 Phone (727) 865-4650 Fax (727) 826-0737

MISSION: To end differences in health due to social or structural disadvantages. To improve population health through inspiring and empowering people, ideas, organizations, and relationships.

CONTROLLER

Reports to: Senior Impact Director

Salary Range: \$85,000 to \$105,000

This is a salaried, exempt position based on Administrative test (<http://www.flsa.com/coverage.html>)

Summary:

The Controller serves as the leading finance staff role in conjunction and coordination with contract expertise from outside sources. The Controller handles all day-to-day revenue and expenses related to operations, including human resource administration and concluding all old hospital business, and serves to support the mission and purpose of the Foundation. The Controller is also responsible for reducing risk, minimizing expenses wherever possible, and financially monitoring the work of the grantees on an annual basis through required reports and upon occasion through site visits. The Controller also prepares all monthly reports (income statement, balance sheet, etc.), fulfills expectations of auditors for annual audit, complies with all ongoing financial standards (GAAP, FASB, IRS), and oversees the auditor's preparation of the annual 990 tax return.

All Foundation supervisors and above are further expected to be Foundation leaders; this includes a) avoiding problems; b) solving problems; and c) fully participating in leadership issues working closely with the Director team.

CORE RESPONSIBILITIES:

- **Leads:** The Controller ensures compliance with all internal policies & procedures, external requirements, and 3rd party requirements are met and/or exceeded when possible. This position must initiate activities, plan, organize, be timely, and accurate in all matters relating to compliance. To accomplish the full range of leadership, the Controller may rely on outside consultants and support to ensure updates to all needed compliance expectations in order to stay current and not miss required elements. The Controller serves in treasury functions for savings, checking, investments, and all other financial accounts as guided by the President and the Board of Trustees.
- **Plans:** There are weekly, monthly, quarterly, and annual requirements of the Controller as it relates to the Foundation's business and to the remaining business related to the former nonprofit hospital. The Controller will plan to address those requirements and include in the plan the required resources necessary to achieve Finance goals.
- **Organizes:** The work flow of Finance will be structured by the Controller and will include the day-to-day operations of Finance including accounts payable/receivable, bank reconciliations, appropriate record keeping, adherence to internal policies and procedures, normal data entry functions, and includes known cycles of work including the periods of time related to grant making. Organization will also include partnering with other internal staff to ensure their needs are being met and understood.
- **Supervises:** The Controller will supervise other consultants (Blackbaud, old hospital claims), bookkeeper, and other vendors as needed. The Controller will also serve as the primary contact to the auditors and attorneys as needed on accounting matters. The authority to hire, fire, and employ staff



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or consultants rests with the Controller if the decisions are within budget and the background known and signed off on by the CEO.

- **Accuracy:** Built-in quality assurance and accuracy checks are expected to be a component of the work methodology to ensure accuracy. This may include utilization of some outside review throughout the year as determined necessary to avoid costly errors or inaccurate information being reported. Accuracy in reports and in communications to internal and external partners is expected to be a prioritized principle in finance operations.
- **Timely:** Managing and operating a nonprofit entity will require on time reporting, planning, and identification of problem areas on an ongoing basis. Timeliness implies that cycles of expected information from Finance are done consistently on time to support the best decision-making possible for the Foundation.
- **Reports:** Financial reporting includes but is not limited to: the income statement, balance sheet, bank reconciliations, and other such reports necessary to produce agency reports. Further, annual audits, tax returns, and budget preparations are all dependent upon timely, regular, consistent, and accurate reports.
- **Relates:** Banks, consultants, auditors, investments, vendors, and internal staff are the main relationships anticipated the Controller will build and maintain to ensure regular operations for the Foundation. The Board of Trustees Finance Committee and the full board will be meetings to be attended by the Controller with reports created by the Controller. The CEO may present such reports once the Controller reviews each report in advance of any such meetings.
- **Communicates:** Uplifted, friendly, and prompt communications for all email, phone, and in person encounters internally and externally is expected behavior as part of the Controller's role.
- **Builds Reputation:** The Foundation launch and initial period of being seen and felt by the community will require accurate and timely responses by the Controller to external and internal inquiries. The best way to utilize integrity while building the reputation of the Foundation; under promise and over deliver and meet all promised deadlines. Our communication and responsiveness are critical.
- **Documents:** Following all standards and practices of record retention (electronic and paper), be sure to document all activities according to professional best practices and standards and all applicable laws.
- **Staff Team:** All Foundation staff are expected to participate and volunteer for work that is cyclical and involves Foundation business especially during grant rounds. Further, this job description is intended to be an accurate reflection of the essential job responsibilities, but there will be changes that modify, add, or remove duties as necessary and defined.

QUALIFICATIONS:

- Bachelor's degree in Accounting
- Five or more years of relevant experience in nonprofit accounting and supervision.
- Excellent demonstrated skills and strong working knowledge of Microsoft Office suite of applications, including Excel, PowerPoint and Word.
- Excellent demonstrated skills at accounting software, especially Financial Edge.
- Confidence and comfort in the day-to-day operations of nonprofit accounting, including the experience of working with outside consultants and advisers when needed. Experience in the private foundation nonprofit sector is preferred.
- Experience in nonprofit audits, tax returns, financial report preparation, and knowledge of common regular accounting processes is required. Experience in accounting for a portfolio of marketable securities.
- Experience in human resource administration and benefit administration, including working with 3rd party payroll service provider and benefit administrators.



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- Professional and errorless writing, speaking, and design skills.
- Able to organize, prioritize multiple projects and meet deadlines in a time-sensitive environment.
- Experience with project planning and implementation.
- Possess an understanding of professional boundaries.
- Strong communication and interpersonal skills.
- Comfort with public speaking and public outreach.
- Proven ability to work independently and in a collaborative team environment.
- Ability to respond quickly to change.
- Ability to develop good working relationships with internal and external customers.
- Demonstrated ability to work effectively under stressful conditions.
- Ability to write the printed word, read and hear the English Language.
- Ability to lift up to 25 lbs. and walk up one flight of stairs.
- Ability to work a flexible schedule that will include evenings and weekends.

Candidates for employment at the FHSP will come into contact with highly confidential data and information about agencies that apply for or are granted funding. This confidentiality requirement of all information related to outside agencies and/or Foundation business is an integral part of the job description and of employment expectations. Anyone involved in sharing confidential information during employment will be terminated for cause.

To apply, please send a cover letter and résumé to Scott Campion, Foundation for a Healthy St. Petersburg at scott@healthystpete.foundation