



The Women's Foundation of Colorado

Assistant Controller

Job Description

About The Women's Foundation of Colorado

The Women's Foundation of Colorado ("WFCO") is the only statewide community foundation dedicated to advancing gender, racial, and economic equity. Since 1987, we have catalyzed community to invest in women by investing in our work. Our policy and advocacy efforts impact all 2.85 million Colorado women and girls, and our grantmaking reaches women and girls in all 64 Colorado counties.

Reporting to and working alongside the Chief Financial Officer ("CFO"), the Assistant Controller will be integral to a high-performing finance team and success in its initiatives utilizing internal controls, processes, financial reporting, and donor reporting.

Responsibilities

- Serve as primary backup to the CFO.
- Supervise the coordination of the day-to-day operations for the Finance Team.
- Support the CFO in managing the month-end/year-end financial close process, including the recording and validating all journal entries and accruals impacting the financial statements.
- Develop and manage the accounting for all grants and impact investments.
- Supervise the accuracy and integrity of the investment portfolio and all fund balances.
- Support the CFO in the development and management of the annual organizational and departmental budgets, including preparation of the annual Finance & Administration budget.
- Support the CFO in the annual audit and tax return process, liaising with the external auditors and managing the preparation of all required financial documentation.
- Lead in the development and oversight of a documented system of accounting policies and standard operating procedures (SOP's), while exploring opportunities for process improvement.
- Support the CFO in the creation, preparation, and review of all financial reporting, including internal financial statements and monthly reports.
- Provide financial analysis as well as specific trends or issues to community foundations.
- Streamline and develop efficiencies utilizing the accounting system.
- Improve financial reporting out of the accounting system – evaluating and improving functionality of chart of accounts, creating new statements, developing cashflows documents, etc.

- Support the CFO in the preparation and presentation of regular forecasts of financial information.
- Manage the organization's insurance policies, including annual renewals and assessment of coverage.
- Support the CFO in the preparation and presentation of meeting materials for Investment and Audit & Finance Committee meetings.
- Analyze and explore opportunities to reduce cost and drive efficiencies.
- Identify business risks.
- Carry out such other duties as assigned.

Skills and Competencies

- Bachelor's degree in finance or accounting; CPA or CMA preferred.
- Minimum of 7 years accounting and finance experience.
- Previous supervisory skills with a minimum of 3 years managing staff.
- Understanding of Generally Accepted Accounting Principles and auditing standards within the context of a community foundation, preferred.
- Strong commitment to diversity, equity, inclusion and belonging in the workplace and in communities.
- Technology savvy with deep knowledge of accounting and reporting software.
- Curiosity and aptitude for ongoing learning.
- Ability to translate financial concepts to - and to effectively collaborate with - colleagues in other areas who do not necessarily have a finance background.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- Demonstrates initiative and follow-through. Meets deadlines, pays attention to detail, and applies strong project management skills.
- Ability to handle confidential issues with discretion.
- Action-oriented, self-starter who can work well independently and in teams.
- Comfortable serving collaborative teams of colleagues both on-site and in remote locations.
- High energy and passion for mission is essential.

Physical Working Conditions & Effort Required

- Work is typically performed in a standard office environment although we are currently working in a hybrid work environment.
- The WFCO office is on the University of Denver campus. As such, WFCO staff are required to follow University of Denver COVID-19 protocols and other campus health and wellness requirements.
- Occasional travel around the state for community events is required, based on public health guidance.
- Occasional early mornings and evenings are required.

Compensation

This is a full-time position (100% FTE) or 40 hours a week. The salary range for this position is \$90,000 - \$110,000, commensurate with experience. WFCO offers an additional comprehensive benefits package including generous paid vacation, paid sick days, medical/dental/vision insurance, up to 12 weeks of paid family and medical leave, a generous retirement plan match, Eco Pass, and paid parking pass.

To Apply

Please submit a cover letter and resume as PDF attachments to Jennifer Kilpatrick, Interim CFO at jenniferk@wfc.org with the subject line “Assistant Controller” by Monday, September 25th at 5:00 pm MT.

In alignment with our goal of advancing gender, racial, and economic equity, WFCO welcomes and encourages applications from members of historically and systemically marginalized communities.

We understand that there are individuals that could excel in this role without meeting 100% of the qualifications precisely as described or who have essential skills we may not have considered. If that is you, we encourage you to apply and tell us about yourself. We are committed to considering candidates with diverse work experiences and backgrounds.

It is the policy of The Women’s Foundation of Colorado (WFCO) not to discriminate against employees, job applicants, board members, program participants, volunteers, or clients on the basis of sex, race, color, national or ethnic origin, religion, sexual orientation, gender identity, age, physical ability, military or veteran status, or any other characteristic protected under federal, state or local law. The WFCO is an EEO/AA employer. We are dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with respect and dignity.