Controller

Job Posting

Asset Funders Network (AFN) is a growing, national nonprofit organization working with philanthropy - actively engaging them to advance equitable economic justice, expand asset building opportunities and increase economic mobility. AFN is a membership organization of funders and to achieve its mission, AFN informs, fosters connections across networks, influences grant giving strategy, and builds momentum for system change. Committed to advancing diversity, equity, and inclusion, AFN is staffed by committed, collaborative, and experienced professionals located across the country.

AFN is a unique, high-road employer seeking a dynamically skilled, highly motivated and entrepreneurial individual to join our organization as the Controller. This position is fully remote with intermittent travel to meetings as required.

Core Responsibilities

Reporting directly to the President & Chief Executive Officer and Managing Director, the Controller will have both internal and external facing responsibilities, ranging from fiscal analysis and guidance. The Controller will, as part of the AFN senior staff, provide leadership and fiscal guidance across AFN efforts as a whole, its regional chapters, and projects. The Controller’s particular focus will include balance sheet monitoring, project and regional fiscal performance reports, and budget planning and forecasting. The Controller will work closely with the Membership Director and HR Manager.

Overarching Objectives

In consultation with the CEO and Managing Director,

- Preparing and presenting AFN's annual budget, mid-year amended budget, balance sheet and performance against budget to the President, Executive Committee of the Board, and the Board of Directors
- Preparing and providing regional balance sheets twice a year to regional Steering Committees through their staff.
- Analyzing expenditures against revenues and projections to achieve a balanced budget,
- Engaging as the lead with the independent auditor, the Board Treasurer, and CEO managing the audit process

As appropriate, the objectives will focus on all or some of the following objectives and tactics:

Fiscal Analysis, Budget, and Reports to Senior Staff and the Board

- Serve as a staff member providing reports to the AFN Executive Committee of the Board
- Serve as a member and co-chair of the Finance Committee
- Prepare and present fiscal reports for board oversight 6 times a year
- Reviewing fiscal reports with the President monthly, addressing and managing the budget to affirm new spending
- Oversight and sign off on monthly bank reconciliations

Grants, Expenditure and Revenue Oversight

- Sign off (In coordination with Membership Grants Director and either Managing Director and/or CEO) on any grant or proposal request process for sponsorship opportunities e.g. conference, task force, brief or otherwise
- Ensure that restricted funds as to purpose or time are properly accounted for
- Sign off on any expenditures charged to the CEO's credit card

Last Update: July 21, 2023
**Regional and Project Budget Oversight**
- Provide support to regional AFN chapters, including budget reports to understand their financial resources and their planned activities, per organizational practices.
- Develop or update template budgets for planned regions, briefs, and projects
- Co-develop with staff or review program budgets to ensure all revenues and costs are uniquely captured

**Manage Fiscal Processes and Supervise Bookkeeper | Administrative Coordinator**
- Act as bank liaison, resolving various issues with banking institutions.
- Oversee fiscal operations and supervise staff including: bookkeeping, bank relationship, contractual commitments, invoice processing, systems management, and cash flow
- Serve as the lead point of contact with fiscal processes compliance
- Update annually the indirect cost and the operating reserve calculations

**Support AFN Growth and Member Relations**
- Review and utilize membership pipeline reports
- Participate in internal planning and priority setting ensuring appropriate fiscal planning for projects or regions

**Legal Compliance**
- With the CEO, maintain AFN's IRS tax-exempt status through annual tax filings
- With CEO and Human Resources Manager, oversee corporate compliance as an Illinois non-profit corporation
- Oversee submission of annual reports, state by state charitable fundraising registration, payroll compliance, and corporate compliance as an Illinois non-profit corporation
- Direct the process to ensure adequate and appropriate D&O insurance and payroll related insurance is maintained

May perform other projects or duties as assigned.

**Requirements**

**Essential Knowledge, Skills and Experience**
Full COVID-19 vaccination required.
- 5+ years in a senior management position in a nonprofit organization or philanthropy; or demonstrable skills and experience to deliver the type of work required
- BA required; preferred: Advanced/MBA degree
- Track record delivering superior results, commanding respect, and assuming leadership roles.
- Willingness, interest, and capacity to enforce accountability, develop and empower leaders from the bottom up, cultivate a culture of initiative and learning
- Experience and comfort providing fiscal reports and leading meetings.
- Success in roles requiring execution of multiple tasks while responding to multiple priorities

**The Most Successful Candidate...**
- Agrees with and has commitment to AFN's mission and values
- Welcomes feedback and is able to process constructive feedback to continuous improvement

**Has....**
- A history working with philanthropy and/or nonprofits to advance social and/or asset building strategies.
- Sound judgment, integrity, and ethics.
- Ability and desire to handle sensitive information in a confidential manner.
- Commitment to ensure the delivery of the relevant Strategic Plan objectives
- Meticulous attention to detail (reflected in application materials) and accuracy
- Clear verbal and written communication skills - tailoring appropriate information sharing to relevant audiences given complexity of work with multiple stakeholders.
- High emotional intelligence and awareness
- Exceptional strategic thinking skills, with a high level of intellectual curiosity
- Excellent organization skills - ability to successfully manage a large volume of work, meet multiple and often competing deadlines, and respond with flexibility to unanticipated requests.
- Demonstrated knowledge of and ability to research and apply US GAAP and federal, state, and city regulations.
- Demonstrated proficiency with Microsoft Excel (VLOOKUP, HLOOKUP, SUMIF, SUBTOTAL, Pivot Tables) and other systems (i.e. Gusto, Bill.com, PeopleKeep, Guideline, QuickBooks Online Software).

Is....
- Able to interact successfully and collaboratively at all levels of the organization, and to develop positive relationships in a culturally diverse workplace
- Experienced and comfortable working independently, with remote colleagues.
- Able to learn quickly and a desire to learn new skills and software
- Able to work independently and on a team
- Solutions-oriented
- Adaptable to changes in the work environment and able to deal positively with frequent change

Location for Work
The Controller would work remotely from their home or leveraged office space with the ability to travel to meetings as needed. Continental United States is the strongly preferred location.

Compensation
Salary is dependent on the applicant’s skills and experience.

Salary Range
This position starts at 50% of full-time employment based on a salary range of $102,000 - $110,000 which is equivalent to a salary range of $51,000 - $55,000 plus benefits. The negotiated salary will reflect experience and the % FTE.

Benefits
Benefits include a 5% employer 401K contribution, health expenses reimbursement (QSEHRA) up to $5,850 per self-only employee and up to $11,800 per employee with a family, home office expense reimbursement (up to $2,500 per year), unlimited PTO, and more.

Term
This is a core position dependent on funding and performance.

Maximum hours of work
This is an exempt position and is 50% FTE (15 hours per week). At least 70% of job functions must be completed during regular business hours.

AFN recognizes that staff can exercise their flexibility to engage as contractors or volunteers with other organizations (funders, non-profits, or public entities). AFN policy explicitly does not restrict outside employment or contracting as long as there is no conflict of interest.

How to Apply
Interested candidates should submit their resume and a statement of interest to employment@assetfunders.org. Please reference the position title in the subject line of email. Candidates will be reviewed on a rolling basis.