

Job Description: Controller

Location: Hybrid in-person/remote; office location in St. Paul, MN

Type: Full-Time, Exempt

Reports to: Associate Director, works closely with the Executive Director

Mission and Position Overview:

Northcountry Cooperative Foundation (NCF) is committed to empowering communities through cooperative ownership, with a focus on affordable housing cooperatives. We provide low-income residents with the technical expertise, organizational support, and financial tools necessary to establish and sustain successful cooperatives in the long term.

Your role oversees diverse financial functions, including invoice processing and payroll management. Responsibilities include developing budgets, maintaining fiscal policies, and generating monthly financial statements. The role also involves coordinating audits, managing insurance, and handling some human resource functions. A strategic mindset and strong financial acumen are crucial for contributing to NCF's long-term sustainability.

RESPONSIBILITIES:

1. Financial Transaction Management (25%):

- Oversee invoice processing, ensuring accuracy and timely payment.
- Generate invoices for staff services, including government grants.
- Handle deposits and follow up on invoiced government reimbursements.
- Manage payroll processing and retirement contributions.
- Implement monthly accruals as needed.
- Conduct bank account reconciliations.

2. Fiscal Management System (10%):

- Develop and present the annual operating budget for review and approval.
- Maintain a comprehensive time tracking system.
- Ensure adherence to fiscal accounting policies and procedures, updating as required.
- Maintain the chart of accounts.

3. Financial Reporting and Oversight (20%):

- Generate monthly financial statements, including balance sheets and income statements.

- Collaborate with the Executive Director and Associate Director to review financial statements regularly.
- Monitor key financial indicators and report on projections, opportunities, and challenges.
- Attend board and finance committee meetings, presenting financial reports.
- Maintain financial records in compliance with Generally Accepted Accounting Principles (GAAP).
- Track working capital restrictions, releases, and reimbursements.
- Provide strategic input for the organization's long-term sustainability.
- Attend meetings with funders, lenders, and external stakeholders.

4. Annual Audit and Compliance (20%):

- Coordinate the annual audit, 990, and charitable organization processes with an external firm.
- Ensure timely filing of required tax reports (990, 1099, W-2).
- Manage and maintain necessary insurance coverage.
- Implement appropriate separation of duties based on staffing size.

5. Human Resource Management (10%):

- Assist in preparing new hire packets and required personnel forms.
- Support onboarding and facilitate new employee setup in payroll, retirement, and benefits.
- Management of Benefits Portals and Providers.
- Ensure accurate tax withholding according to W-4 guidelines.

QUALIFICATIONS:

REQUIRED:

- Proven experience in financial management and accounting, preferably in a nonprofit or similar setting.
- Experience overseeing financial transactions, payroll processing, and annual audits.
- Proficiency in accounting software and financial management systems.
- Excellent analytical and problem-solving skills.
- Effective communication skills for collaboration with executive leadership, staff, board members, and external stakeholders.
- Detail-oriented with strong organizational skills.
- Ability to develop and present annual operating budgets.
- Strategic thinking and the ability to provide input for the organization's long-term sustainability.
- Experience with coordinating annual audits and ensuring compliance with tax reporting requirements.
- Ability to work collaboratively with the leadership, NCF staff, board members, funders, lenders, and external stakeholders.
- Proactive and able to take initiative in addressing financial challenges.

- Ability to adapt to changes and contribute to the development and updating of fiscal policies and procedures.
- High ethical standards and integrity in financial management.

DESIRED:

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field.
- Familiarity with cooperative organizations or affordable housing cooperatives is a plus.
- Strong financial acumen and understanding of Generally Accepted Accounting Principles (GAAP).
- Experience with financial reporting and compliance, including 990 filings.
- Knowledge of nonprofit financial management, budgeting, and reporting.
- Understanding of tax regulations relevant to nonprofit organizations.
- Professional accounting certification (CPA) is highly desirable.

Unsure if you meet the qualifications? Let us decide! Candidates with non-traditional experience are encouraged to apply.

COMPENSATION AND BENEFITS

- Competitive salary commensurate with experience, with a starting range of \$75,000-\$85,000.
- Comprehensive health plan and IRA retirement plan.
- Cell phone plan coverage.
- Generous paid time off, including vacation and personal days.
- Opportunities for training and continuing education.
- A commitment to employee development, leadership training, and social and civic engagement.

WORKING CONDITIONS

- NCF operates in a hybrid-remote and in-person office environment.
- Regular office hours: 9:00 a.m. to 5:00 p.m., Monday to Friday.
- Statewide and out-of-state travel may be required, including overnight stays.
- Flexibility in work location based on residence and position requirements.

APPLICATION PROCESS

Interested candidates are invited to submit a cover letter and resume via email to Emily Stewart at emily@northcountryfoundation.org. No phone calls, please. NCF is an equal opportunity employer committed to fostering diversity and inclusion in the workplace.