



# Community Foundation of Greater Chattanooga

## Controller

**Organization Name:** Community Foundation of Greater Chattanooga

**Website:** <https://cfdc.org>

### About Our Organization:

For over 60 years, the Community Foundation of Greater Chattanooga has strengthened the community by transforming generosity into lasting change. It exists to connect donors' passions - their values - with purpose, so that they can have a meaningful impact on the community. The mission of the Community Foundation is to transform generosity into lasting change toward a more just and prosperous Chattanooga where all residents can reach their full potential. The Community Foundation of Greater Chattanooga is a trusted community partner, serving at the intersection between ideas and action, needs and resources, donors, and non-profits. The Community Foundation currently has assets under management of almost \$260M. The Foundation distributes over \$28M a year in grants annually.

**Reports To:** Vice President of Finance and Administration

**Job Location:** Chattanooga, TN-37408

**FLSA Status:** Exempt

**Prepared By:** Community Foundation

**Prepared Date:** April 2025

## Job Purpose

The Controller provides integral support in driving and executing the Community Foundation's finance strategy & functions. The role ensures the integrity and accuracy of all financial transactions, including donations, grants, and accounts payable, while maintaining adherence to Foundation and Internal Revenue Service guidelines. The Controller drives financial reporting and analysis, delivering regular comprehensive insights and analysis for donors, the Board, and other stakeholders. The Controller works in conjunction with the VP of Finance & Administration and the Finance & Administration Department to ensure compliance with office policies to ensure seamless operational administration.

## Tasks

*The job profile is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, and/or new ones may be assigned at any time with or without notice.*

- Provide oversight and review of complex financial analyses, ensuring accuracy and alignment with strategic objectives.
- Support the Finance & Administration Department's preparation of monthly reconciliations with various complexities in a timely manner and ensure detailed analysis and reports are provided to Board of Directors and staff as needed.
- Analyze financial trends and variances, providing strategic insights to the VP of Finance & Administration and senior management.

- Oversee the review and analysis of monthly and quarterly financial statements, focusing on key performance indicators and strategic implications.
- Develop and oversee investment portfolio analysis and maintain reporting and tracking of investment returns and other insights for investment committee.
- Review and implement opportunities for optimization of reporting financial data. Review, analyze, interpret and develop regular cadence of reporting.
- Collaborate with the VP of Finance & Administration to assess and enhance internal controls and risk management strategies.
- Ensure compliance with Foundation policies, IRS guidelines, and evolving regulatory requirements, providing strategic guidance on compliance matters.
- Provide strategic input and analysis for the development of the annual budget and long-range financial forecasts, supporting the VP of Finance & Administration's operational planning.
- Work with the VP of Finance & Administration to develop and maintain operating cash reserves and forecasts.
- Prepare and present strategic financial materials for the Finance & Audit and Investment Committees, providing high-level insights and recommendations.
- Prepare, examine, or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Oversee Finance & Administration Department's partnership with Staff on development, implementation and tracking of grants received by the Foundation, including government funding.
- In partnership with the Community Investment and Philanthropy Departments, support the expansion of the Foundation's Impact Investing initiative.

## Work Activities

- Analyze business or financial data to inform operational decisions or activities.
- Analyze financial records to improve budgeting or planning.
- Communicate organizational information to donors and the board.
- Calculate tax information.
- Conduct financial or regulatory audits.
- Coordinate projects within the Finance and Administration Department.
- Establish interpersonal relationships to facilitate work activities.
- Examine financial records or processes.
- Identify opportunities to improve operational efficiency.
- Maintain data in information systems or databases.
- Monitor flow of cash or other resources.
- Prepare financial documents, reports, or budgets.
- Recommend organizational process or policy changes.
- Report information to managers or other personnel.

## Work Conditions

- Ability to complete tasks with reasonable accommodations.
- Ability to remain at work station for long periods of time.
- Operate a computer and other office machinery such as copy machine and printer.
- Move about the office regularly to access files, office machinery, etc.
- Ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- Occasionally works in outdoor weather conditions.
- May infrequently need to lift, carry or otherwise move and position objects weighing up to 25 pounds

## Qualifications

### Years of Experience

7+ years of progressive accounting experience required, demonstrating increasing responsibility in roles involving substantial asset management.

### Education

Bachelor's Degree

### Degree or Formal Training

Finance and/or Accounting  
CPA strongly preferred

## Salary & Benefits

Salary Range Starting at \$99,300.

Excellent benefits including paid medical, dental and life insurance; 403b and generous leave time.

Apply to this posting through this Application Link – <https://cfgch.bamboohr.com/careers/24>

Please submit resume with cover letter outlining how your experience and skills match the qualifications of the role.

*No phone calls or emails, please.*

*Accepting applicants through May 16<sup>th</sup> at 5:00pm EST.*

***The Community Foundation of Greater Chattanooga (CFGC) is committed to the perspective of all voices and encourages diversity of applicants and within our organization. CFGC is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity, sexual orientation, age, national origin, disability status, protected veteran status, or any other characteristic protected by law.***