

Financial Services Controller The Roundhouse Foundation

Title: Financial Services Controller

Status: Part-Time; Exempt

Hours: Monday-Friday; 8am – 5pm; 20-30 hours/week; days and hours flexible

Reports to: Executive Director

About the Foundation

The Roundhouse Foundation is a private family foundation based in Sisters, Oregon, with a mission to support creative projects and organizations through art, environmental conservation, social services, community leadership, and education. The Foundation's vision is to create a positive impact through collaboration in communities by encouraging creative problem solving, innovative programming, and stimulating the economy. Roundhouse Foundation employees embrace and advance the common values of the organization: community enrichment, cross-generational support, arts and cultural awareness, and catalyzing change.

Position Overview

The Financial Services Controller works at the direction of the Executive Director to provide financial management and informational support for decision making. They report on the Foundation's operations, day to day accounting, cash management, and banking relationships. This position will also work closely with Trustees with the Foundation's Investment Team.

Essential Duties and Responsibilities:

- Manage financial operations of the Roundhouse Foundation.
- Develop and manage annual operations budget and staff payroll; process accounts payables and receivables.
- Provide monthly and quarterly financial reports to the Executive Director.
- Provide financial decision-making resources and advice to the Executive Director and Trustees.
- Provide grant support including analysis, management, and tracking and communicate with the staff accountant to monitor distribution requirements.
- Assist with tax preparation, return, and audits, and serve as a liaison to the outside CPA firm.
- Submit financial information to the staff accountant to ensure preparation of federal, state tax returns and charitable registration.
- Assist with Human Resource functions and responsibilities as directed by the Executive Director.
- Serve as a liaison and financial resource for the Foundation's Investment Team with the Executive Director.
- Maintain records of Foundation including personnel files and trust documents.
- Other duties as directed.

Minimum qualifications

- Bachelor's Degree in accounting or finance related field.
- Minimum 5 years prior experience in financial services. Experience with non-profits preferred.
- Critical thinker, natural networker and strong financial manager.

- Demonstrated competence in all aspects of financial management and technical applications.
- Deep understanding of computer accounting programs, Quickbooks preferred as well as Microsoft Office Suite, specifically Microsoft Excel.
- Ability to problem solve and work independently.
- Ability to successfully lead a small team in diverse functions
- Exceptional interpersonal and relationship-building skills.
- Preferred demonstrated success in grant reporting and support.
- Excellent verbal and written communication skills.
- Exceptional organizational skills.
- Personal qualities to include integrity, confidentiality, commitment to the Foundation's mission.

Compensation

This is an exempt part-time employee position. Part-time position compensation is \$52,000-\$58,500 DOE. While no benefits are associated with this position, in addition to salary, after a 90-day introductory period, this position includes a health insurance stipend. Relocation stipend may be available.

Background check

Employment is contingent upon successful completion of a pre-employment drug screening, background and driving record check.

Drug testing

All employees may be subject to reasonable suspicion drug and alcohol testing.

Nondiscrimination statement

Our policies and practices provide equal opportunity to all qualified individuals in leadership, staffing and service, regardless of race, ethnicity, national origin, citizenship status, gender, gender identity, sexual orientation, disability, age, religion and any status protected by law.