Title: Controller

Reports to: President & CEO

Work Location: Landings

**POSITION SUMMARY:** The Controller is a dynamic and multi-tasking financial professional who is responsible for maintaining effective books and records for the Education Foundation of Sarasota County. The Controller will be expected to work with the contracted CFO to keep accurate business records that will become the basis for an annual independent audit.

The Controller will work independently and collaboratively as part of the Education Foundation Team.

The Controller will uphold the mission of the Education Foundation of Sarasota County, which is to enhance the potential of students, promote excellence in teaching and inspire innovation in education, guided by strategic philanthropy.

**DUTIES AND RESPONSIBILITIES**

- Coordinate revenue recognition with development department
- Record expense receipts
- Monitor bank transactions; research unknown receipts & payments
- Monitor credit card transactions & research unknown payments
- Track down missing credit card receipts
- Record and pay invoices
- Record revenue received through outside agencies (e.g., PayPal, Stripe, Benevity)
- Research uncleared transactions
- Quarterly, monitor reports of electronic payment service for any undeposited transactions (request refunds if failed/lost)
- Communicate with vendors regarding payments not received/claimed through electronic payment service
- Reclassify downloaded transaction fees as needed
- Collect & record W-9s from new vendors
- Report newly hired contractors to the State of Florida
- Send invoices to donors upon request
- Manage CD ladder of excess cash
- Attend Board Committee, Task Force, All-Team Staff, and other meetings as requested
- Importing of payroll transactions to the general ledger, ensuring proper program attribution
- Grant reporting to ensure efficient grant management
- Monthly payroll accrual
- Quarterly preparation of financial statements and corresponding reports for the IA Committee
• Annual processing of 1099-MISCs & 1099-NECs
• Preparation for the annual audit
• Follow and execute checklist of critical compliance deadlines
• Work with team on any other duties/activities as assigned.

EDUCATION, EXPERIENCE AND QUALIFICATIONS

• Bachelor’s Degree from an accredited university or college required (preference to accounting majors)
• A minimum of five years demonstrated experience as an accounting professional
• The ability to absorb and manage detailed information and processes
• The ability to work in a largely paperless environment and to maintain efficient digital documentation
• The flexibility to learn new software and processes
• Strong listening skills, strong oral and written communication skills, sophisticated interpersonal and relationship-building skills.
• Attention to detail, excellent organizational skills, and demonstrated ability to manage multiple priorities with competing deadlines.
• Strong ability to utilize accounting and Microsoft Office software
• Exceptionally motivated, goal-oriented, and a consummate team player

This is a full-time, exempt, salaried position with benefits. Salary range is $75,000 - $85,000.