



Pinellas Education Foundation

Job Title: Controller

Department: Finance

Reports To: CEO

Salary Status: Exempt

Description:

The Pinellas Education Foundation is dedicated to accelerating achievement for all students through the effective mobilization of resources, relationships and innovation. The Foundation has been in existence for 35 years and regularly achieves national recognition as a leading education foundation in the country. Some of our signature programs include Enterprise Village and Finance Park and Take Stock in Children, which are all initiatives that got their start in Pinellas County Schools and expanded through partnerships to statewide and international impact. Pivotal to our success is our commitment to equity, collaboration, and innovation. It is through the combination of a commitment to our vision and mission, an effective board, strong staff, and key community partners that the Foundation continues to thrive and maintain high levels of success.

The Controller's primary responsibilities include management of administrative functions relating to Finance and Human Resources. This position is also responsible for managing accounting functions including, but not limited to, payroll, banking, accounts receivable, accounts payable, investments, annual audit, and maintaining compliance with, and preparing all necessary reporting for, grants and government reporting requirements.

Responsibilities include but not limited to:

Leadership & Management:

- Provides strategic leadership and advice to the CEO in finance, accounting and human resources.
- Advances the mission, vision, and goals of the Foundation in concert with the CEO and as a member of the senior leadership team.
- Serves as an exemplary public school and Foundation advocate with business and corporate partners; builds relationships that closely link the community to the Foundation.
- Performs as a member of the CEO's Senior Team and provides thoughtful, supportive, strategic and innovative leadership with other administrative colleagues.
- Hires, trains, inspires, supervises, coaches and guides direct reports.
- Maintains and develops policies and procedures for effective, ethical operation of the Finance Department.

Accounting & Finance

- Ensures insurance payments, contract and grant reports, and other required annual filings are completed in a timely manner.
- Develops, monitors, and maintains the financial/budget reporting system to ensure it meets the needs of both internal and external clients.

- Ensures that administrative costs and overhead are properly allocated among appropriate projects.
- Ensures compliance with Foundation financial policies (investment, endowment, planned giving, etc.).
- Ensures that all disbursements made by the Foundation are accurate and properly documented.
- Manages the employee onboarding process, preparation of employee payroll and ensures that related fringe benefits and payroll taxes are reported as required.
- Oversees and administers employee benefits programs in cooperation with external HR firm and our insurance providers.
- Manages day-to-day accounting functions including accounts receivable, accounts payable, transfers, journal entries, transaction coding, monthly bank reconciliation, financial reporting, etc.
- Maintains proper organization of records for auditing purposes.
- Manages the PEF Investment/Finance and Audit Committees.
- Oversees PEF's liability insurance requirements and ensures sufficient coverage.
- Responsible for security of PEF information, record keeping and property inventory.
- Manages a record system for all important Foundation documents (bylaws, 501(c)(3), filing with the state, amendments, minutes, endowment contracts, grant contracts, etc.).
- Other duties as assigned by CEO.

Educational/Experience: College degree preferably in Business Management, Accounting or related discipline. 10 years' experience in business management, preferably with non-profit organizations.

Skills: Strong organizational, supervisory, team building, and leadership skills are essential. Exemplary interpersonal skills and writing skills are essential, as is the ability to affect favorably sophisticated donors, volunteers and academic leaders. Competence in Excel essential. Experience in Raiser's and Financial Edge a plus.

Physical Demands: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Work Environment: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Disclaimer: The job description 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 or new ones may be assigned at any time with or without notices.

Interested applicants may email (HR@pinellaseducation.org) cover letter, resume and salary expectations. Please include the words, "Controller" in the subject line. No phone calls will be accepted.