

Controller

Finance Department

Position overview:

Reports to	Chief Financial Officer	Supervises	Accounting staff
FSLA status	Exempt	Location	Austin, TX – Hybrid
Employment type	Full time	Date updated	September 2026

About Austin Community Foundation:

Austin Community Foundation mobilizes ideas and resources to strengthen Central Texas. We envision a vibrant and equitable community where everyone can contribute and find opportunity.

Position summary:

The Controller provides assistance and support to the Chief Financial Officer in all financial matters and is responsible for the financial activities of the Foundation and its supporting organizations, including financial reporting, general ledger maintenance, and all bank and investment reconciliations. Additionally, the Controller oversees the annual budget, annual audit and tax return preparation. The Controller collaborates with all levels of Foundation staff to ensure friendly, timely, and accurate information to both internal and external clients. The Controller manages, trains, and provides guidance to the accounting staff in performing daily financial activities.

Key responsibilities:

Financial Activities and Reporting

- / Oversee preparation and review of monthly financial statements for the Foundation and its support organizations
- / Coordinate and oversee month-end and year-end closes, including preparation of journal entries and account reconciliations
- / Oversee the monthly preparation and review of bank and investment account statement reconciliations
- / Ensure accuracy of all general ledger accounts in accordance with GAAP
- / Execute internal cash and investment account transfers
- / Oversee and execute stock gift donations
- / Ensure fund set-up accuracy in Community Suite
- / Prepare ad hoc reports for individual funds
- / Prepare yearly spending levels for endowed funds and other year-end processes
- / Oversee the Foundation accounts payable process and yearly 1099 preparation
- / Attend and participate in Finance & Audit Committee and Investment Committee meetings

Investment Activities

- / Review investment activity entered in the investment roll-forward schedule and ensure investment activity is accurately recorded in accordance with GAAP
- / Communicate with investment advisors and managers
- / Supervise asset liquidations, transfers, and cash flow requirements with the custodians of the Foundation's investment accounts

Annual Budget

- / Assist Chief Financial Officer to prepare and monitor annual budget
- / Collaborate with department heads to prepare and monitor project budgets
- / Provide monthly variance analysis in comparison to budget

Annual Audit and Tax Returns

- / Lead in preparation of audit schedules and coordinate with the audit team to provide assistance and reconciliations as needed for field work
- / Lead in preparation and research for Form 990, 990T and franchise tax returns. Prepare, review and file certain necessary tax forms, i.e. Form 1099, Form 8282, etc.
- / Prepare audited financial statements, footnotes and consolidating financial schedules

Exercises independent judgment in the following areas:

- / Maintain current knowledge of GAAP, fund accounting and charitable giving rules
- / Implement new accounting pronouncements
- / Partner with other departments to resolve issues, improve processes, and support organizational goals
- / Field questions from Donor Engagement staff regarding Community Suite transactions
- / Authorized to reclassify assets, liabilities and expenses

Personnel Management and Leadership

This position is responsible for supervising, overseeing and supporting accounting staff including the following:

- / Hire, train, coach, and provide ongoing feedback to employees; effectively manage team resources and staffing needs.
- / Develop goals that align with organizational objectives; partner with employees to create and implement actionable strategies, monitor progress, and adjust plans as needed to achieve results.
- / Identify and support training, professional development, and growth opportunities for employees.
- / Develop and oversee cross-training and resource development plans to ensure continuity, knowledge sharing, and adequate coverage during peak workloads and staff transitions.
- / Foster collaboration and integration with other departments and teams to advance organizational goals and strengthen cross-functional partnerships.
- / Establish team goals, priorities, and work plans that align with the organization's strategic plan and drive successful outcomes.

Other Duties as Assigned

This job description is intended to be general, is expected to evolve over time, and will be reviewed periodically and updated as needed.

Required qualifications:

- / Bachelor's degree in accounting or finance from an accredited four-year university is required
- / A minimum of 7 years' related experience is required
- / Knowledge of Microsoft Office suite with advanced Excel skills required
- / Experience managing a high-performing team
- / 3 days per week in office required

Preferred qualifications:

- / Certified Public Accountant license strongly preferred
- / Experience managing the audit process preferred
- / Nonprofit, community foundation, or financial services experience preferred
- / Previous controller experience preferred
- / Foundant Community Suite experience preferred

Core competencies:

<i>Service-oriented and responsive</i> Provides helpful, timely, and clear support to internal and external stakeholders.	<i>Clear communicator</i> Writes and speaks with clarity, accuracy, and professionalism.
<i>Collaborative and accountable</i> Works effectively across teams and follows through on commitments.	<i>Organized and detail-oriented</i> Manages priorities, deadlines, and information with care.
<i>Confidential and trustworthy</i> Handles sensitive information with discretion and sound judgment.	<i>Equity-centered</i> Contributes to inclusive practices and supports ACF's commitment to equity.
<i>Learning-minded</i> Adapts to new tools, processes, and information.	<i>Mission-connected</i> Understands how the work contributes to strengthening Central Texas.

Work environment and location:

- / ACF offers a hybrid work environment. As a place-based organization, employees are expected to reside locally and be available for in-office meetings and tasks.
- / Employees work with their supervisors to develop a hybrid work plan.
- / Work is generally performed in a professional office setting.
- / Minimal travel may be required.
- / Occasional evening or after-hours events may be required.
- / Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the role.