



JOB DESCRIPTION

Position:	Controller
Reports to:	Chief Financial Officer
Job Summary:	Coordinate and manage accounting operations and related business activities.
Job Classification:	Full-time, exempt
Compensation:	\$99,700 - \$105,000 (dependent on experience)

ABOUT THE FOUNDATION

Founded in 1937 with a mission to enhance, encourage and promote the current and future well-being of the people of Colorado, El Pomar Foundation is one of the largest private foundations in the state, contributing over \$25M annually in grants and programs to support Colorado nonprofits. El Pomar staff fulfills this mission, as set forth by our founders Spencer and Julie Penrose, through our grant making, leadership development programs, and our historic properties where people convene and connect to address current issues and learn about the past. Employees at El Pomar are part of a culture that seeks to help people live better lives and empower communities and individuals to make meaningful collective impact. For more information about El Pomar and its impact across Colorado, visit www.elpomar.org.

WORKPLACE CULTURE

We are committed to our values of respect, integrity, teamwork and excellence, and work hard every day to lift each other up and make a difference in the lives of our grantees, their communities and the sector. Much is expected of our staff in pursuit of this mission, and much is received in return.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervises and mentors Accounting Specialist and AP Clerk
- Oversee general ledger operations including the development of accounting standards and procedures to assure uniform accounting practices, internal controls, and compliance with federal, state and local regulations. Reviews all journal entries and reconciliations of subsidiary journals and prepares fixed asset schedules; monitors internal controls to assure proper compliance with accounting principles. Serves as backup for GL function.
- Responsible for accounts payable and accounts receivable operations. Verifies authorization and coding of transactions in accordance with internal control procedures, authorizes payments weekly, and reviews 1099s.
- Prepares annual Worker's Compensation audit reports.
- Prepares monthly payroll processing, completed in cooperation with Human Resources. Duties include: development of payroll accounting standards and procedures; accurate preparation and balancing of monthly and special payrolls; handling payroll adjustments, shortages, garnishments, vacation payouts, time off donations, bonuses, benefits insurance payments and journal entries; prepares payroll journal entries and quarterly and annual payroll reconciliations.
- Responsible for Excess Life calculations and keeping rates in Paylocity up to date.
- Leads the preparation and administration of the Foundation's annual operating and capital budgets. Includes coordinating budget schedules, providing templates, worksheets and training to Programs, reviewing program budgets, creating rollups of all program expenses, preparing annual budget book for Trustees, and monthly monitoring of budget status reports for each program and for Trustees as needed.

- Leads the Foundation's annual audit. Serves as liaison with external auditors and prepares workpapers to include allocation of overhead, draft financial statements and analysis.
- Provides accounting and financial reporting for the Foundation's Benefit Trust. Duties include full-charge bookkeeping, processing premium and claim payments, attending meetings, and preparing journal entries, account reconciliation, periodic financial statements and other financial reports and annual regulatory filings.
- Reviews the accounting for the Foundation's grants. Ensures accurate and timely input of grants and processing of grant checks has been completed. Reviews monthly reconciliation of grants software to accounting software, including data in Chief Financial Officer's strategic planning spreadsheet. Ensures detailed grant schedules for annual report and tax compliance purposes are accurate.
- Prepares monthly financial statements and budget-to-actual reports with quarterly analysis.
- Reviews and serves as 2nd approver for weekly expense reports.
- Monitors cash balances, drafts ACHs and coordinates transfers between banks and accounts, as needed.
- Reconciles bank statements for Operating, Grant, Stampi and Payroll accounts.
- Maintains accounting system and related software; works with IT to verify software needs, updates and other adjustments are completed; troubleshoots software issues as needed.
- Leads intermittent projects related to process improvement, software updates and conversions, and research and reports on accounting issues as needed.
- Serves as Assistant Transfer Agent for The Garden City Company and ensures quarterly dividend payments and shareholder information are accurate. Acts as backup to paying dividends.
- Supports Finance Committee by completing agenda and minutes (excluding 403(b)).
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Proficiency in Microsoft Office products with a background in and broad understanding of database management
- Ability to learn to work with additional software such as CYMA, grants software, Paylocity, SharePoint and Stampi
- Experience with nonprofit accounting; experience with philanthropic foundations preferred
- Experience processing payroll and filing payroll and other tax compliance forms
- Able to work independently and as a member of a team
- Strong written and verbal communications skills
- Ability to deal effectively with all levels of internal staff, vendors and external organizations

QUALIFICATIONS AND PHYSICAL DEMANDS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. A successful candidate must be able to work in a fast-paced environment with exceptional multi-tasking skills. Well-developed organizational, analytical and problem-solving skills are required. Applicants should be honest, confident, personable and professional.

This position requires the ability to work in a professional courteous manner with the public and honor the Foundation's recognized values of respect, integrity, teamwork and excellence.

The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing job duties, the employee will be regularly required to sit at a desk for as many as eight hours a day.

A successful candidate must have a bachelor's degree in business administration with a finance concentration and have at least ten (10) years of relevant experience with progressing levels of responsibility. CPA is preferred but not required. Candidates must also have a valid Colorado driver's license. Hiring is subject to employment pre-screening (background check).

REMOTE WORKING:

This position does qualify for remote working per the policy in the Employee Handbook.

CURRENT BENEFITS:

Paid Time Off

- 10 days' vacation, 10 days health and wellness and 2 floater holidays per year (vacation time increases with years of service); PTO will be prorated for the remainder of 2025
- Options to roll-over and year-end cash-out
- 10+ holidays per year
- Paid FMLA (must meet FMLA requirements to qualify)
- Paid FAMLI – administered by State of Colorado and must meet requirements to qualify – this benefit does not provide 100% wage replacement

403(b)

- Employees may contribute pre-tax earnings immediately upon employment
- After one year of employment, 100% match by Foundation on up to 6% of employee deferral

Medical, Dental, Vision, and Direct Primary Care

- Direct primary care provided by One Medical at no cost to employees (must carry Foundation's medical insurance plan). No co-pays for office visits and access 24/7.
- Foundation pays 95% of medical, dental and vision premium for employees and their dependent(s)
- Foundation pays 100% of cost for identity theft protection

Childcare Benefit

- After 6 months of service, eligible for daycare assistance for an employee's dependent child or children under the age of 5 and living with the employee. Reimbursed 30% of the daycare fee paid to a qualified, licensed daycare provider with a maximum monthly benefit of \$500.

Continued Education/Tuition Reimbursement

- The Foundation places great value in the skills and abilities of our employees. To maintain and improve those skills, we offer educational benefits for memberships in employment related professional societies or associations, and to attend employment related local, regional or national training, seminars and meetings.
- Full-time employees with at least 1 year of service may be reimbursed for undergraduate or graduate academic course work that maintains or improves job related skills or are in the Foundation's areas of interest. The Foundation will reimburse 100% of tuition at public universities or 50% of tuition at private universities for up to 6 academic hours per semester. The employee must maintain a B or higher grade to receive the reimbursement. Also, the Foundation will reimburse the employee up to \$500 per semester for books, supplies, and/or parking pass. This reimbursement may be considered a taxable event to the employee.
- The Foundation provides up to \$2,000 a year for employees to participate in a pre-approved certificate program that may or may not be job related.

Other Insurance

- 100% employer paid Basic Life and AD&D Insurance
- 100% employer paid Long Term Disability Insurance

Other Benefits

100% employer paid AAA membership

HOW TO APPLY:

Please submit both a resume and cover letter to Nicole Magic at nmagic@elpomar.org no later than **October 15, 2025 at 5:00pm**.