

**Date:** February 9, 2026

**Job Title:** Controller

**Classification:** Exempt

**Salary:** \$95,000 - \$105,000

**Location:** Helena, MT

**Reports to:** Executive Vice President of Finance and Administration

**Description of Position:**

In support of Montana Community Foundation's (MCF) mission, the Controller is responsible for the oversight and accuracy of the financial accounting and reporting functions of MCF. The Controller works with the Executive Vice President of Finance and Administration (EVPFA) in developing, executing, and assessing the department's annual work plan, including supervising departmental staff members, to ensure the effectiveness and efficiency of accounting systems and internal controls.

MCF's mission is to *Create a Culture of Giving so Montana Communities Can Flourish*. This mission is accomplished through team effort that focuses on collaboration, empowerment, and professional excellence. MCF places equal emphasis on an employee's skills and an employee's attitude, recognizing the combination of exceptional skills and a positive respectful attitude make MCF a special environment for its employees and constituents. To that end, our employees must have a positive attitude and engage in constructive and appropriate communication. Employees must treat their employer, its constituents and each other with respect at all times. Each employee is a vital part of MCF's team and plays an integral role in meeting our goals.

**Essential Duties, Responsibilities and Expectations:**

- Responsible for ensuring the accuracy of all financial records including, but not limited to the general ledger, grants, gifts, fund accounting, investments, and payroll analysis.
- Maintain compliance of financial system and records to federal and state regulations, generally accepted accounting principles, Board policies, industry standards and other required standards.
- Maintain a system of internal controls to facilitate the safeguarding of the Foundation's assets. Implement and assess the annual department operating plan to include maintaining accounting calendar to ensure all internal and

external deadlines are met. Responsible for timely and accurate filing of all federal and state financial and regulatory reports.

- Assist in the preparation of the annual operating budget and supporting materials, and the regular quarterly reviews of the operating budget for review by the EVPFA.
- Oversee certain functions of the annual endowment payout process.
- Serve as a secondary liaison for all financial advisors/service providers. Monitor balances in financial and investment accounts, periodically rebalancing assets according to Foundation's established guidelines and requirements, including the new Impact Investing Process.
- Manage preparation of materials for the annual audit and 990 filings.
- Conduct investment analysis for review by EVPFA.
- Assist EVPFA with new Impact Investing policies, procedures and relevant analysis.

### **Supervisory Responsibilities:**

This position supervises the Senior Accountant; Senior Accountant – Level 2; Finance Associate.

### **Education and Experience:**

- This position requires a bachelor's degree in accounting or equivalent combination of education and experience; minimum of seven (7) years' experience managing financial reporting, financial statement analysis, accounts payable and accounts receivable, payroll and general ledger; minimum of five (5) years of supervisory experience.
- This position requires advanced knowledge of the principles and practices of business administration including accounting, budgeting, and nonprofit management. The position requires knowledge of GAAP; UPMIFA (Uniform Prudent Management of Institutional Funds Act); payroll and benefits principles; information systems including automated accounting applications; non-profit fund accounting and budgeting; presentation methods and techniques; office management.

### **Competencies:**

- This position requires skill in analyzing problems and developing creative solutions; excellent attention to detail with the ability to see the big picture; conducting research; and operating a personal computer with typical business applications (word processing, spreadsheets, databases, accounting applications, presentations).
- The position requires the ability to plan, organize, and direct work; evaluate results and alternative strategies; set priorities and meet deadlines; implement sound management practices; supervise others; quickly and accurately analyze complicated information and make sound judgments; analyze accounting and other problems.
- Builds constructive and effective relationships with internal and external constituents and is committed to meeting constituent needs in a timely and accurate manner. Listens actively and attentively and demonstrates an appreciation of other perspectives. Builds the appropriate rapport required to

do business. Openly demonstrates an understanding of and respect for the value of co-workers' contributions to the Foundation's mission.

- Considers the Foundation's vision, mission, and values in making decisions and taking actions. Identifies and considers possible alternatives before making decisions. Bases decisions on achieving desired outcomes pursuant to the Foundation's business plan or management's direction. Uses a combination of analysis, experience, and sound judgment that results in fairness and consistency, while being accountable for actions. When serious ethical issues are at stake, it takes all necessary actions to resolve work related issues.
- Able and willing to continually seek greater efficiency in Foundation programs is results driven and meets changing requirements in work or direction. Adapts to changing conditions and work responsibilities. Accepts constructive feedback and suggestions and uses them to improve performance.
- Creates own measures of excellence and practices what he/she promotes. Sets goals that provide challenges and measures goal attainment regularly. Displays a contagious optimism about the work to be done. Goes beyond traditional ways to address issues despite obstacles or resistance. Can generate ideas, fresh perspectives, and original approaches and engages in open-minded thinking. Employs strategies to promote ideas and proposals to increase probability of acceptance. Mentors others to improve the performance necessary to achieve success. Reflects a belief that the results achieved are a direct result of his/her personal decisions and actions.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Travel:**

This position is based in Helena, Montana and requires occasional travel throughout the state.

**Benefits:**

MCF offers a competitive benefit package. Full-time regular employees are eligible to participate in group medical, dental and vision coverage; 401(k) retirement plan; Health Savings Account; and short-term and long-term disability coverage as well as a generous PTO program.

**How to Apply**

To apply for this position, submit a **cover letter, current resume, and three (3) professional references** to [daphne@mtcf.org](mailto:daphne@mtcf.org). Applications can **only** be submitted **by email**. Review of candidates will begin March 9th, 2026.