



# THE AMERICAN CHESTNUT FOUNDATION®

## About The American Chestnut Foundation

The American Chestnut Foundation (TACF) is a nonprofit conservation, education, and scientific organization with 20+ staff members located from Vermont to North Carolina, an 18-member board, and an annual budget of 3 million dollars. Founded in 1983 and based in Asheville, NC, TACF and its 16 state chapters are employing traditional breeding and modern genomics to develop, and ultimately restore, American chestnut populations. TACF is primarily supported by private philanthropy and targeted research funding. TACF is dedicated to prioritizing a diverse and inclusive workplace and continually integrates Diversity, Equity, Inclusion, and Justice (**DEIJ**) into our corporate culture.

The American chestnut is a symbol for the hope that exists for all threatened species. TACF has played the lead role in rescuing this species through its innovative breeding and genetic research for four decades. TACF's long-term goal is to create self-sustaining populations, with disease-resistant trees growing stronger in each succeeding generation. TACF is restoring a growing legacy for decades and centuries to come.

*Our Mission is to return the iconic American chestnut to its native range*

*Our Vision is a robust eastern forest returned to its splendor*

*TACF's Values: Optimism, Patience, Science-Based Decisions, Integrity, Innovation, and Collaboration*

## **Position: Controller**

*Full-time permanent position with a robust benefit package*

**Position Location: Asheville, North Carolina**

**Reporting to: President / Chief Executive Officer**

**Salary Range (DOE): \$68,000-\$85,000 annually** *TACF is a living wage employer*

The American Chestnut Foundation (TACF) seeks to hire a Controller who will be responsible for oversight of all finance and accounting functions. Reporting to the Chief Executive Officer, the Controller will lead all day-to-day finance operations of a budget of \$2.5-3.5 million including accounts payable, accounts receivable, general ledger maintenance and management of the annual budget process and external audit. Currently payroll and benefits administration are handled in-house but TACF is seeking to outsource these functions. They will also partner with senior leadership to enhance and better integrate finance functions.

In collaboration with the CEO, the Controller will be involved in supporting presentations to the Board, Finance and Audit Committees and will work closely with the Board Treasurer in fulfilling Foundation objectives.

## General Responsibilities:

- Maintain accurate financial records and timely reporting systems
- Conduct payroll\*, billing, receivables, payables, cash receipts/disbursements and general ledger
- Monitor cash flows and investments
- Oversee the external audit process; review, analyze results, and make recommendations
- Ensure the Foundation complies with all federal and state regulations and ensure filings are completed in a timely manner
- Develop and oversee accounting policies and procedures to meet both current and future business models
- Manage and administer the Foundation's Insurance and Risk Management and Health and Safety programs
- Serve as Benefit Administrator and oversee Worker's Compensation packages for all workers\*
- Manage timely filing of all state charitable solicitation licensing requirements\*
- Track grant funding and restricted net assets in collaboration with the Grants Manager
- Develop cash flow forecasting and maintain a long-term cash forecast
- Develop and prepare a monthly Management Reporting Package
- Prepare and present monthly and periodic financials with accompanying analysis of results
- Serve as liaison to Board Committees: Finance and Audit
- Demonstrate and promote TACF's commitment to Diversity, Equity, Inclusion, and Justice (DEIJ)
- Special projects as assigned by CEO

*This description is not designed to be a complete list of all duties and responsibilities required for this job.*

*The \* denotes activities that are actively being solicited for outsourcing to professional firms/companies*

## Knowledge, Skills, Abilities

- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Strong interpersonal skills and the ability to build collaborative relationships with various and diverse stakeholders, including Board of Directors, chapter leadership, volunteers, the public, and TACF staff
- Exemplary written and verbal communication skills
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Ability to work independently and take initiative on new projects
- Efficient in an environment with evolving priorities
- Proven ability to handle confidential information with discretion, adaptable to various competing demands, and demonstrate the highest level of customer service

## Qualifications

- Bachelor's degree in Accounting, Business Administration or related field, or minimum five years field experience required
- Non-profit finance experience preferred
- QuickBooks experience required
- Proficiency in Microsoft Office suite essential
- Willingness to work some weekends and travel as required

## Benefits

In addition to a great culture dedicated to a hopeful conservation mission, TACF offers a robust benefits package to support employees and their families. Benefits include health, vision, dental, and life insurance, as well as flexible spending account (FSA) options. Benefits begin the first day of the month following hire date.

TACF also offers a 403(b)-retirement plan, including 5% company match contributions after two years of service, to help your long-term financial plan grow quickly. In addition to at least twelve paid holidays annually, TACF offers ten paid sick days and two weeks of paid vacation which increases with tenure and performance.

Professional development in the form of conferences, trainings, and staff retreats are offered occasionally and by request and with approval by the CEO.

## TACF's COVID Statement

Out of an abundance of concern for our staff and the communities that we serve, TACF continues to closely monitor COVID 19 pandemic developments and adjust our actions according to CDC and statutory guidelines. As a science-based organization, we request all applicants be fully vaccinated for this disease unless there is a legal exemption.

## Application Process

Interested candidates must include an email address and phone number, and should email their resume, cover letter, and professional references to [tacfjobs@acf.org](mailto:tacfjobs@acf.org). No phone calls will be accepted. Application close date is February 20, 2023 and may be subject to change depending on quality of applicant pool. We will acknowledge receipt of all applications.

*TACF is an Equal Opportunity Employer and is committed to providing an equal opportunity to all qualified individuals who are seeking employment, and to all current employees. A Diversity, Equity, Inclusion, and Justice (DEIJ) ethic is a priority and is being continually integrated into TACF's corporate culture which is dedicated to supporting a diverse, inclusive workplace. TACF does not discriminate based on race, religion, color, sex, age, national origin, marital status, sexual or gender preference, veteran status, disability, pregnancy or related condition, ancestry, medical condition, physical handicap, or any other protected class or status.*

*TACF is a certified living wage employer dedicated to a just and sustainable economy.*