

**Amarillo Area Foundation
The Don and Sybil Harrington Foundation
Job Description
Controller**

Summary

The Controller oversees the daily accounting operations of the Foundations and leads the accounting team within a four-person finance department. Reporting directly to the Chief Financial Officer, this position manages financial reporting, audit coordination, budgeting support, fund accounting, oversight of investment accounting, internal controls, and supervision of accounting personnel.

The Controller reports to the Chief Financial Officer and supervises the Accountant/Accounts Receivable and Accounting Clerk positions. The CFO reports to the Chief Executive Officer.

About the Foundation

The Amarillo Area Foundation and The Don and Sybil Harrington Foundation manage and steward charitable assets that support nonprofits, students, and communities throughout the Texas Panhandle. Through strong financial stewardship and effective philanthropy, the Foundations help donors create lasting community impact.

The organization employs approximately 23 staff members and operates with a collaborative leadership culture focused on integrity, innovation, stewardship, and service.

General Responsibilities

Leadership and Management

- Lead, coach, and develop accounting department personnel.
- Foster a collaborative, service-oriented culture within the finance team.
- Build strong working relationships across departments and with the organizational leadership team.
- Promote accountability, continuous improvement, and professional development.
- Serve as a trusted advisor to the CFO.

Accounting Operations

- Oversee all accounting functions, including general ledger, accounts payable, accounts receivable, payroll, and financial reporting.
- Coordinate month-end and year-end closing processes.
- Ensure accurate and timely financial statements.
- Review and reconcile staff-prepared accounting work.
- Maintain accounting records in accordance with U.S. Generally Accepted Accounting Principles (GAAP).
- Manage fund creation, maintenance, and closure activities.

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Audit, Compliance, and Internal Controls

- Coordinate and supervise annual independent audit activities.
- Develop, document, and strengthen accounting policies and procedures.
- Maintain and enhance internal controls.
- Research and resolve complex accounting and financial reporting matters.
- Assist with regulatory filings, tax reporting, and organizational compliance requirements.
- Monitor compliance with Foundation policies and donor restrictions.

Budgeting and Financial Management

- Manage the annual budget development process and ongoing budget monitoring.
- Assist with financial forecasting and long-range planning.
- Prepare financial analyses and reports for leadership, committees, and the Board.
- Identify opportunities to improve financial processes and operational effectiveness.

Fund and Investment Accounting

- Supervise investment accounting activities and related reconciliations.
- Develop expertise in the Foundation's investment pools, banking structure, custodial relationships, and key contacts.
- Administer and understand Foundation spending policies and distribution calculations.
- Understand the structure and purpose of the Foundation's various fund types.
- Develop working knowledge of the Foundation's supporting organizations and affiliated entities.
- Monitor cash management and banking relationships.

Organizational Responsibilities

- Support the mission, vision, and values of the Amarillo Area Foundation and The Don and Sybil Harrington Foundation.
- Promote organizational values of integrity, respect, collaboration, and innovation.
- Demonstrate commitment to excellence in stewardship and service.
- Maintain confidentiality of Foundation information.
- Participate in organizational initiatives and community engagement activities.
- Contribute to a positive, collaborative workplace culture.

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Minimum Requirements

Education

Bachelor's degree in Accounting.

Skills and Experience

- Minimum of five years of progressive accounting experience.
- Five or more years of experience supervising or managing staff.
- Strong knowledge of U.S. GAAP.
- Demonstrated leadership and team development experience.
- Excellent written, verbal, and interpersonal communication skills.
- Strong analytical and problem-solving abilities.
- Ability to manage multiple priorities while meeting deadlines.
- High ethical standards and commitment to stewardship and accountability.

Preferred Skills and Experience

- Experience with fund accounting and investment accounting.
- Experience with nonprofit or community foundation accounting.
- CPA, CIA, or other relevant professional certification.
- Experience presenting financial information to executive leadership, boards, or committees.
- Experience with Blackbaud Financial Edge NXT or a similar financial system.

The Ideal Candidate

The ideal candidate is an emerging finance leader who combines strong accounting knowledge with exceptional leadership potential and relationship-building skills. Leadership skills and emotional intelligence are as important as technical accounting expertise.

- Leads through collaboration and influence.
- Builds strong relationships across all levels of an organization.
- Thinks strategically while maintaining appropriate attention to detail.
- Communicates effectively with finance and non-finance audiences.
- Demonstrates sound judgment and professional maturity.
- Enjoys mentoring and developing others.

Compensation and Benefits

Salary Range: \$110,000 - \$130,000 annually

The Amarillo Area Foundation offers a competitive compensation and benefits package designed to attract and retain exceptional professionals committed to philanthropic impact and financial stewardship.

Starting compensation will be commensurate with qualifications, experience, professional certifications, nonprofit expertise, leadership experience, and demonstrated potential for future executive leadership.

In addition to base salary, the Foundation offers a comprehensive benefits package that includes health insurance, retirement benefits, paid time off, and professional development opportunities.