



Controller Position Announcement

WHO WE ARE: Gateway Arch Park Foundation is a non-profit conservancy dedicated to ensuring Gateway Arch National Park and its surroundings are a welcoming, vibrant, and well supported public space for generations to come. The Foundation partnered with the National Park Service, Great Rivers Greenway, Bi-State Development, City of St. Louis, and other civic interest groups to revitalize the Gateway Arch grounds, museum, and surrounding areas. As the official philanthropic partner of Gateway Arch National Park, we fundraise to conserve, maintain, program and support education opportunities at the park. Learn more about us and our exciting vision at www.archpark.org.

OUR OPPORTUNITY: This is a unique opportunity to join a small, enthusiastic, collaborative team of professionals committed to the future of one of the world's most iconic national parks in our region. By joining the Foundation, you will play an integral part in moving our mission forward as the conservancy for Gateway Arch National Park.

We are seeking a dynamic, creative, and passionate professional to manage financial operations for the Foundation.

The Controller is responsible for managing accounting and financial reporting systems, ensuring accuracy, compliance, and strategic guidance, inclusive of managing budgets, forecasting, financial statements (P&L, Balance Sheet) and cash flow. This is a full-time, exempt position. Benefits include health insurance, parking stipend, 401K, long & short-term disability coverage. The salary range is \$115,000-\$130,000. This position is a direct report to the Director of Foundation Operations.

ROLES AND RESPONSIBILITIES:

- Maintains a documented system of accounting policies and procedures; implements a system of controls over accounting transactions to minimize risk.
- Responsible for closing and production of monthly financial reports for management and ensures that the reported results comply with generally accepted accounting principles and non-profit standards.
- Ability to execute high-level projects, and duties in a timely and accurate manner with minimal supervision or support staff.
- Produces and presents quarterly financial reports to the Finance Committee and Board of Trustees with Executive Summary and Cash and Investment reports.
- Enter revenue from donor software, payroll reports, invoices, and month end closing entries.
- Tracking and allocation for three separate endowments.
- Possesses the ability to provide forecasting, modeling and cash flow analysis needs as requested.
- Assist with grant applications, management, administration, and reporting.
- Leads annual budget development and timeline.
- Collaboration with and support of department directors and staff on budgeting, reporting and special projects.
- Produces the annual budget and forecasts; reports significant budget differences to management.

- Manages annual audit with external auditors and provides needed reports and information.
- Assists with all reporting requirements inclusive of Forms 990, 1099, E3, 5500, census requirements and others.
- Ensure state tax returns prepared by auditors are filed accurately.
- Performs other related duties as necessary or assigned.

REQUIRED QUALIFICATIONS, KNOWLEDGE & SKILLS:

- Master's degree in accounting and Certified Public Accountant strongly preferred, 7 years of progressively responsible experience, at least 3 years of comptroller and non-profit work experience.
- Excellent management and communication skills both written and verbal.
- Ability to represent and reflect organizational values.
- Ability to execute high-level projects, and duties in a timely and accurate manner with minimal supervision.
- Demonstrated experience in and knowledge of QuickBooks online and Microsoft Office Suite.
- Strong interpersonal and communication skills with the ability to establish and maintain effective working relationships with various groups.
- Strong organizational skills with exceptional attention to detail and ability to disseminate information clearly and concisely.
- Ability to read, analyze, interpret, and work within Foundation and NPS procedures and guidelines.
- Collaborative with a commitment to sustaining strong, productive working partnerships with all staff, board members, and partners.
- Proven history of discretion and good judgement while working with confidential and sensitive information.
- Attends necessary training and education events to stay current on accounting trends and regulations.
- Experience presenting to executives and board of trustees.

Physical Requirements: The individual must be able to perform the essential functions of the job satisfactorily as outlined in this job description; where necessary for a qualified individual with a disability to perform the essential functions of the job, reasonable accommodation will be provided.

- While performing the duties of this job, the employee may be required to attend Foundation functions at outdoor events and off-site meetings.
- Noise level in the office environment is moderate to quiet.
- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

ADDITIONAL:

- Passion for St. Louis, National Parks, and the positive impact the Foundation has on Gateway Arch National Park, the City of St. Louis, and the region.
- Ability to thrive in and enjoy a fast-moving, entrepreneurial environment.
- Willingness to work on other duties as assigned, supporting teammates as needed.
- This position requires working limited nights, weekends, and holidays as necessary.
- All employees of Gateway Arch Park Foundation are subject to mandatory background checks upon hiring.

Equal Opportunity Employer: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, ethnicity, age, disability, genetic information, veteran

or military status, pregnancy, marital or familial status, sexual orientation, gender identity or expression, or any other class, trait, or status protected by law.

Gateway Arch Park Foundation is committed to providing access and reasonable accommodations in its application process for individuals with disabilities and encourages applicants with disabilities to request any needed accommodation(s) using the contact information below.

Diversity, Equity, and Inclusion Statement: The Arch belongs to everyone. Gateway Arch Park Foundation seeks to create inclusive environments for people to be themselves by identifying, accepting, embracing, and celebrating our differences. We are authentic in our work in Gateway Arch National Park and Downtown St. Louis by creating places, programming, and experiences that reflect the community. We are committed to ensuring all feel welcome at the Arch.

NEXT STEPS

If you are qualified and interested, take the next step, and submit your resume, cover letter and relevant writing sample (solicitation letter, proposal, etc.) for consideration careers@archpark.org. All resume submissions will be treated as confidential.