



## Controller

### Summary

**Status:** Full-Time; Exempt

**Starting Salary:** \$85,000 - \$95,000 + benefits package

**Reports to:** Chief Financial Officer

**Schedule:** Monday–Friday, 8:30 a.m.–5:00 p.m.

**Summary Description:** The Controller oversees all accounting, financial reporting, and fiscal operations to ensure accuracy, integrity, and strong financial management across Indiana Landmarks. This position leads day-to-day accounting functions, strengthens internal controls, manages budgeting and audit processes, and provides clear financial insights that support organizational decision-making. Working closely with senior leadership, the Controller ensures compliance with regulatory standards and aligns financial practices with the organization’s mission and long-term sustainability.

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### Details

#### Organization

A private nonprofit supported by a diverse membership base and guided by a volunteer Board, **Indiana Landmarks** revitalizes communities, strengthens connections to our diverse heritage, and saves meaningful places. From its state headquarters in Indianapolis’s historic Old Northside neighborhood, the organization operates eight regional offices across the state. These offices, staffed by dedicated professionals, provide expertise and resources to help local communities save and repurpose historic sites. Indiana Landmarks’ wide-ranging operations include grant and loan programs, rescuing and rehabilitating endangered properties, buying and selling real estate, easement protections, preservation advocacy, and educational initiatives including tours, lectures, workshops, publications, and partners on a major annual statewide conference.

#### Position Description

Based at our headquarters in Indianapolis, the Controller plays a critical leadership role in Indiana Landmarks’ financial operations. This position manages the organization’s accounting processes, ensures accurate and timely financial reporting, and oversees internal controls, budgeting, and compliance. The Controller works directly with the Chief Financial Officer and

collaborates across departments to ensure sound financial stewardship that upholds the organization's mission.

The Controller supervises accounting activities, maintains financial systems and documentation, partners with internal teams on project budgets, and provides clear, accessible financial information to support strategic decisions. This role requires strong attention to detail, high integrity, and the ability to manage complex financial workflows in a dynamic nonprofit environment.

#### **Financial Management & Reporting (40%)**

- Oversee all accounting operations, including general ledger maintenance, accounts payable, accounts receivable, payroll processing, reconciliations, and cash management.
- Prepare timely monthly, quarterly, and annual financial statements in accordance with GAAP.
- Monitor financial performance and prepare variance and trend analyses for leadership.
- Manage month-end and year-end closing processes.
- Maintain accurate documentation and detailed audit trails for financial transactions.
- Attends and participates in quarterly Finance Committee meetings and assists with meeting preparations.

#### **Budgeting and Forecasting (20%)**

- Lead development of the annual organizational budget in coordination with the CFO and department heads.
- Prepare financial forecasts, cash flow projections, and scenario analyses.
- Track budget performance and provide actionable recommendations to leadership.

#### **Audit, Compliance & Internal Controls (25%)**

- Serve as primary liaison for the annual independent audit and other financial reviews.
- Ensure compliance with federal, state, and local reporting requirements.
- Maintain, evaluate, and strengthen internal controls and financial procedures.
- Support preparation of annual tax filings, including Form 990.
- Coordinates Audit Committee meetings and prepares meeting materials.

#### **Systems, Processes & Cross-Department Collaborations (15%)**

- Manage and optimize financial software and systems to support efficient operations.
- Maintain updated financial policies, procedures, and documentation.
- Provide financial guidance and reports to program, development, and operations staff.
- Support grant management, including tracking restricted funds and preparing financial components of reports.

*Please note that this job description is not intended to provide a comprehensive list of the activities, duties, or responsibilities required of the employee for this position.*

*Duties, obligations, and activities may change at any time.*

## Organizational Commitment

As a member of our team, every employee is expected to:

- **Embrace Change and Growth:** Demonstrate adaptability and resilience as the organization evolves, maintaining a positive, solution-oriented approach to shifting priorities, processes, and goals.
- **Align with Strategy:** Understand how individual responsibilities connect to the organization's mission, vision, and strategic priorities, and actively contribute to achieving these goals.
- **Foster Collaboration:** Work effectively across teams and departments, share knowledge and resources, and build strong, respectful relationships with colleagues.
- **Communicate Openly:** Promote a culture of trust through clear, constructive, and inclusive communication, offering and receiving feedback to strengthen individual and team performance.
- **Innovate and Improve:** Identify opportunities to enhance processes, services, and systems by contributing ideas and creative solutions that support ongoing improvement.
- **Commit to Learning:** Engage in ongoing professional development, remaining curious and open to new tools, methods, and perspectives that enhance effectiveness and adaptability.

## Qualifications:

- Bachelor's degree in Accounting, Finance, or related field; CPA preferred.
- 5+ years of experience in GAAP-compliant accounting, financial reporting, and fiscal operations; nonprofit experience preferred.
- Strong command of GAAP and nonprofit financial practices, with proven ability to produce and interpret accurate, timely financial statements.
- Excellent communicator able to translate complex financial information for cross-functional leaders and collaborate effectively across departments.
- Demonstrated ability to manage multiple priorities, meet deadlines, and maintain exceptional accuracy and attention to detail.
- Proven discretion and professionalism in handling confidential financial and personnel information.
- Advanced proficiency in Microsoft Office and ability to learn new systems quickly; familiarity with Blackbaud Financial Edge or Foundant preferred.
- Adaptability and willingness to learn new processes and contribute to ongoing improvements in a fast-paced, dynamic environment.
- Commitment to Indiana Landmarks' mission, values, and steadfast support for equity and inclusion.
- Belief in community revitalization rooted in preservation and heritage.
- Residency in Indianapolis or willingness to be physically present in the Indiana Landmarks Center at 1201 Central Avenue, Indianapolis, home of our headquarters.

**Benefits and Work Environment:**

Salary Range: \$85,000 - \$95,000 annually

- **Comprehensive Benefits Package:** Health, dental, vision, and life insurance; retirement plan with employer match; and additional employee benefits.
- **Work–Life Balance:** Fourteen paid holidays, generous vacation time, and dedicated staff appreciation days.
- **Impactful Work:** Opportunity to shape the future of an organization committed to preserving historic places and stories that stand the test of time.
- **Supportive Environment:** Collaborate with a team that values your contributions, fosters professional growth, and encourages leadership and teamwork.

**Physical Requirements:**

The physical demands described below represent those that an individual must meet to perform the essential functions of this position successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Ability to work effectively in a fast-paced office environment.
- Ability to sit or stand for extended periods and move intermittently throughout the workday.
- Ability to push, pull, lift, carry, or move objects weighing up to 10 pounds.
- Strong speaking and listening skills.
- Adequate sensory abilities, including clear vision, good hearing, and manual dexterity.
- Ability to perform focused work with close attention to detail.
- Proficiency in operating standard office equipment, including computers, copiers, and telephones.
- Ability to interact professionally with others in person, by phone, email, and written correspondence.
- Ability to drive as needed for organizational business.

**How to Apply:**

Send a resume and cover letter to Madonna Wagner, [mwagner@indianalandmarks.org](mailto:mwagner@indianalandmarks.org), by June 12, 2026. Applications will be processed on a rolling basis, but all received on or prior to this date will be given consideration.