



Stryker Johnston Foundation

Title: Controller
Department: Operations
Category: Full-time Exempt

ABOUT STRYKER JOHNSTON FOUNDATION

The Stryker Johnston Foundation (SJF) is a private family foundation founded by Ronda Stryker and Bill Johnston and based in Kalamazoo, Michigan. For nearly 30 years, SJF has partnered with organizations and groups that work to strengthen and build thriving, equitable communities.

SJF invests in and partners with organizations and groups working to end intergenerational poverty in Kalamazoo County, Michigan. They follow a relationship-centered philanthropy model that is driven by values, centers relationships, is aware of power dynamics, and prioritizes equity, trust, and ongoing partnerships.

SJF partners with organizations and groups to change the systems and structures that create intergenerational poverty, particularly among Black people, people of color, and other communities that have been left out or left behind. SJF is using its power as a foundation to support, champion, and raise-up the work of people who are making real change in the Kalamazoo community.

The Foundation is led by a Board of Directors consisting of Bill, Ronda, and their three children. The Foundation staff are a dedicated and passionate group of seven, including the Executive Director, all based in Kalamazoo, Michigan.

POSITION OVERVIEW

The Controller is a Manager-level position within the Operations department. The Operations Department serves as the organizational backbone of the Foundation, providing leadership and oversight across administration, finance, human resources, systems, compliance, facilities, and organizational operations. Reporting to the Operations Director are the Controller and Information Systems & Grants Manager, creating a centralized operational leadership structure that supports day-to-day organizational effectiveness while strengthening accountability, scalability, and cross-functional coordination. The Operations Department is responsible for aligning these functions, establishing operational standards, and ensuring that the Foundation's infrastructure evolves in step with its strategic priorities and growth.



The Controller is responsible for managing the Foundation's finance operations, financial planning, financial controls, insurance schedule, reporting processes, and compliance-related financial activities. The Controller manages the day-to-day administration of financial systems and processes, including payroll, audit coordination, financial reconciliations, budget administration support, accountant coordination, and tax reporting support. The role applies financial analysis and oversight to ensure the accuracy, integrity, and consistency of financial records and reporting, while identifying opportunities to improve processes, strengthen controls, and increase operational efficiency. The Controller manages relationships with external accounting and audit partners and serves as a key liaison between finance operations and organizational leadership.

RESPONSIBILITIES

Budget Development & Financial Planning

Reporting to the Director of Operations, the Controller is responsible for managing the Foundation's annual budgeting process and supporting ongoing financial planning activities. The Controller serves as the primary coordinator of organizational budgeting activities and partners closely with leadership and department heads to ensure that financial resources are aligned with strategic priorities, operational needs, and long-term sustainability.

Related responsibilities of the role are:

- Manage the annual organizational budget development process in partnership with leadership and department heads.
- Develop budget templates, timelines, assumptions, and guidance to support annual planning activities.
- Consolidate departmental budgets into a comprehensive organizational budget.
- Review budget submissions for completeness, consistency, and alignment with organizational priorities and financial assumptions.
- Monitor budget performance throughout the year and prepare budget variance analyses and financial forecasts.
- Partner with department leaders to support ongoing budget management and resource allocation decisions.
- Prepare budget reports, forecasts, and financial projections for leadership and board review.
- Monitor cashflow.
- Support scenario planning and financial modeling to inform organizational decision-making.



- Maintain budget administration systems, procedures, and reporting tools.
- Identify financial trends, risks, and opportunities that may impact organizational planning and sustainability.

Financial Records and Reporting

The Controller is responsible for managing the Foundation's day-to-day financial records and reporting processes. This function ensures the accuracy, integrity, and consistency of financial records and provides leadership and the Board with timely and reliable financial information.

Related responsibilities of the role are:

- Maintain accurate financial records and supporting documentation.
- Prepare recurring financial reports, analyses, and dashboard forecasts for leadership and the board.
- Manage financial reconciliations, including reconciliation of bank accounts and other financial records.
- Maintain financial reporting schedules and reporting calendars.
- Identify opportunities to improve financial processes, reporting practices, and operational efficiency.

Accounts Payable and Financial Administration

The Controller is responsible for managing financial administration activities related to employees, contracts, vendors, consultants, and grants. This function helps ensure that organizational obligations are tracked appropriately, payments are administered accurately, and financial records remain complete and current.

Related responsibilities of the role are:

- Manage payroll processing and related reporting activities.
- Manage all accounts payable processes, including invoice review, payment processing, and vendor payment administration.
- Manage banking administration activities and coordinate routine interactions with banking and financial service providers.
- Manage contract administration processes, including tracking contract execution, payment schedules, vendor obligations, renewal dates, and financial compliance requirements.
- Coordinate with staff, contractors, consultants, and vendors to ensure contract documentation is complete and maintained appropriately.
- Manage vendor onboarding and maintain vendor records and payment information.





- Coordinate financial administration related to grants, including payment scheduling, grant payment tracking, and reconciliation of grant expenditures with approved budgets and authorizations.
- Collaborate with the Information Systems & Grants Manager and program staff to support grant-related financial reporting systems, data integrity, audit readiness, and reporting infrastructure.

Audit, Tax & Compliance Administration

The Controller is responsible for managing the Foundation's financial compliance activities and supporting strong financial governance practices. This includes audit coordination, tax reporting support, and ensuring compliance with organizational financial policies and external reporting requirements.

Related responsibilities of the role are:

- Manage annual audit preparation and coordination activities.
- Serve as the primary liaison to external auditors and accounting partners.
- Coordinate the preparation of schedules, reconciliations, reports, and supporting documentation required for audits.
- Support preparation of the Foundation's annual Form 990 and related tax filings.
- Monitor compliance with organizational financial policies, procedures, and requirements.
- Support organizational risk management efforts through the maintenance and monitoring of strong financial controls, insurance schedules, financial policies and documentation practices.

Grantmaking Compliance and Financial Review

The Controller supports the foundation's grantmaking process by conducting financial due diligence on grant applicants, reviewing organizational budgets and financial statements, assessing fiscal capacity and compliance, and identifying potential financial risks. This review helps ensure that Foundation funds are awarded responsibly and managed effectively, protecting charitable assets and strengthening accountability in grantmaking.

Related responsibilities of the role are:

- Reviewing applicant financial statements, audits, and IRS Form 990s to assess financial health and stability.
- Verifying that the organization's budget is reasonable and aligned with the proposed project.



- Evaluating whether the applicant has adequate financial controls and accounting systems.
- Assessing organizational capacity to manage and report on grant funds appropriately.
- Identifying financial risks, compliance concerns, or potential misuse of funds.
- Confirming that proposed expenses are allowable under the Foundation's grant guidelines.
- Conducting financial due diligence to ensure the applicant meets eligibility and regulatory requirements.
- Monitor grant disbursements and maintain accurate financial records related to grantmaking activities.
- Providing recommendations to Network Partners and/or Executive Director on financial viability and risk.

QUALIFICATIONS

Professional Experience

- A minimum of 7-10 years of experience in finance or accounting or related fields is required, ideally in positions of increasing responsibility with exposure to budgeting, financial reporting, compliance, and operational finance management.
- Experience working within a nonprofit organization, private foundation, philanthropic institution, or mission-driven organization is preferred.
- Demonstrated experience managing organizational budgeting processes, financial reporting, audit preparation, and financial administration is required.
- Experience coordinating with external auditors, accountants, financial institutions, and other financial service providers is required.
- Experience supporting board and committee financial reporting and preparing materials for governance bodies is preferred.
- Experience implementing or strengthening financial controls, policies, procedures, and operational systems is preferred.
- Experience securing and managing insurance policies is preferred.

Skills and Ways of Working

- Demonstrated ability to manage multiple processes and projects simultaneously while maintaining accuracy, attention to detail, and strong organizational standards.
- Excellent analytical and problem-solving skills, including the ability to identify trends, assess risks, and develop practical recommendations.





- Demonstrated ability to interpret and communicate financial information to both financial and non-financial audiences.
- Excellent project management and organizational skills, with the ability to manage competing priorities and meet recurring deadlines.
- Experience working with accounting systems, financial reporting tools, spreadsheets, and financial management software.
- Demonstrated ability to exercise sound judgment, maintain confidentiality, and manage sensitive financial information with discretion.
- Strong interpersonal skills and experience working within collaborative, cross-functional environments and partnering with organizational leaders to support planning, decision-making, and resource allocation.
- Demonstrated commitment to accuracy, accountability, continuous improvement, and strong stewardship of organizational resources.
- Demonstrated adaptability, professionalism, and resilience in response to changing organizational needs and priorities.
- Demonstrated committed to support a respectful, inclusive, and mission-driven workplace.

NATURE AND REQUIREMENTS OF ROLE

Location

The Controller position is based out of our Kalamazoo office. Currently, SJF staff work on a flexible schedule.

Availability and Working Hours

This is a full-time position with standard working hours of 9:00 am-5:00 pm ET, Monday-Friday. Occasional on-call availability is expected to handle work problems, emergencies/crisis situations, etc.

Nature of Work

This role carries a fluctuating workload due to various deadlines and cyclical processes. It entails extensive keyboard and computer monitor use and exposure to sensitive and confidential information.

The information above is intended to describe the general nature and requirements of this position. It is not meant to be an exhaustive statement of duties, responsibilities or requirements. In order to successfully perform this job, individuals must be able to satisfactorily perform the primary roles and responsibilities. Reasonable accommodations may be made to enable individuals with disabilities to





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COMPENSATION

Base Salary

Starting at \$145,000-\$196,000 (commensurate with qualifications and experience).

Leave and Benefits

- Generous vacation policy
 - Generous sick and paid leave policies
 - Collective Rest & Reflection Time: SJF closes their office for at least two weeks each year for collective rest and reflection time (typically one week in the summer and one week in the winter)
 - 11 federal holidays
 - Generous medical, dental, vision benefits, and a wellness program stipend
 - General annual 401(k) matching plan
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To Be Considered:

We are an equal opportunity employer and strongly encourage applicants with diverse identities, backgrounds, and life experiences to apply. Please email a resume and cover letter highlighting your experience and interest relevant to the position to jobs@strykerjohnstonfoundation.org with the subject line "Controller." Applications will be accepted until August 1, 2026.

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