THE LYNDE AND HARRY BRADLEY FOUNDATION

# JOB TITLE: Controller STATUS: Exempt

 Assistant Treasurer

# REPORTS TO: Vice President for Finance DATE: August 2016

# Position Summary:

Manages financial reporting, internal accounting, taxes, and budgets in accordance with Foundation policies, goals, and objectives. Oversees accounting and financial reporting and all grant processes as they pertain to payments and financial reporting. Provides support for day to day investment functions and administration.

# Responsibilities Include:

* Manages the development, implementation of financial accounting and reporting systems, investment systems, and internal control procedures.
* Manages various accounting functions, such as reviewing entries from a wide variety of sources and the closing of the books monthly and annually.
* Reviews investment reconciliation for various accounts and provides assistance to the Vice President for Investment for investment manager searches, transition management, asset allocation rebalancing, investment review and analysis of manager performance.
* Monitors and reports on private non-marketable equity, debt and real estate investments.
* Attends and prepares Audit and Finance committee materials and meeting minutes. Attends Board meetings and assists in preparing meeting minutes.
* Provides oversight for commission recapture, securities lending and grant payment activities.
* Maintains compliance with investment management and custody agreements.
* Maintains working relationships and communicates with custodians, bankers, brokers, and accountants as needed.
* Authority to initiate or approve cash transfers at bank and custodian for cash management.
* Coordinates annual audit as well as filing of annual tax returns and payments of all federal, state and local taxes.
* Coordinates annual budget process and attends and prepares Budget meeting materials.
* Responds to inquiries from government agencies regarding tax filings, compliance, claims and related matters.
* Manages the maintenance of tax records and files.
* Coordinates filing of information returns.
* Reviews monthly financial statements, supporting investment reports related to monthly closings and flash report.
* Reviews monthly flash report for the Directors.
* Reviews monthly cash flow analysis.
* Reviews and approves the payable/cash disbursement function.
* Remains current on events and updates which affect the financial and tax aspects of the Foundation.
* Serves as an internal resource for Foundation staff regarding accounting policies and issues.
* Maintains agreements for executive benefit and contributions to the Foundation and complies with terms of agreements.
* Serves as the internal resource for human resources on accounting matters.
* Manages the senior accountant and accounting assistant positions. Responsibilities include hiring, training, performance management, and discipline.
* Manages SEP/SERP plans and processing.
* Carries out duties under the guidance of the Foundation’s Investment and Spending policies.

**Other duties and assignments:**

Other duties as may be assigned by the Vice President for Finance, Vice President for Investments, and President/CEO to fulfill the responsibilities of this position.

**Work Relationships and Scope:**

This position reports directly to the Vice President for Finance of The Lynde and Harry Bradley Foundation. Frequent interaction with the Vice President for Investment to gather and provide investment information. Regular interaction with other employees of the Foundation to gather financial related information. Occasional contact with members of the Audit and Finance Committee and the Board. Frequent contact with bankers, accountants, and investment professionals. Responds to custody and investment manager inquiries outside normal working hours. Expected to provide internal control back up to approve financial transactions outside of normal working hours. Attends Board, Audit and Finance Committee meetings. Manages the position of senior accountant and accounting assistant.

## **Measures of Performance:**

Quality, quantity, accuracy, timeliness and thoroughness of work performed; adherence to solid accounting and investment principles, responsiveness to the informational needs of management; management abilities; effectiveness of written and verbal communications; development of strong and productive working relationships with senior management, co-workers, staff, outside vendors, to include attorneys, bankers, accountants, and other business relationships in the community; ability to keep Foundation information confidential; soundness of business decisions; willingness and ability to provide ideas for process improvement; ability to identify and escalate issues; and loyalty to the Foundation.

**Knowledge, Skills and Abilities:**

Bachelor’s degree in accounting and CPA certification required. Public accounting experience preferred. Minimum of five years of progressive finance management experience in a non-profit work environment either directly or through public accounting. Strong understanding of investments, investment accounting, foundation accounting, investment reporting, foundation governance, investment practices, investment regulations, and financial markets. Current working knowledge of accounting and tax principles and practices. Developing experience with partnership and foreign investment taxation. Strong working knowledge of computer applications and software. Requires strong analytical and statistical skills, effective communicator (verbal and written), effective problem solver, advanced spreadsheet/database skills, detail oriented and accurate, project oriented, independent worker and self starter. Ability to effectively manage and carryout multiple competing priorities and deadlines, adapt to and adopt new technology, and critical thinker.

## **Working Conditions:**

Work is performed in a pleasant office environment with minimal exposure to injury. Work hours are generally weekdays during normal business hours and will usually average 40+ hours a week. Limited travel is required.

### **Acknowledgement:**

This job description describes the general nature and level of work performed by employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the Vice President for Finance. All requirements are subject to change over time, and to possible modification to reasonably accommodate individuals with a disability.

Employee Signature Date