Assistant Controller

POSITION SUMMARY
Reporting to the Chief Operating Officer, the Assistant Controller manages and performs all facets of accounting operations, including the full close cycle, financial reporting, payroll, budget support and audit coordination. The Assistant Controller helps ensure the financial health of the Council and supports the organization's mission to advance philanthropy.

This position supervises the Manager, Accounts Payable and works closely with an outsourced accounting services team.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed within are a representative of the knowledge, skills, minimum education, training, licensure, experience, and/or ability required.

PRIMARY JOB DUTIES AND RESPONSIBILITIES
- Perform the daily operations of the Finance department to ensure accurate and timely processes, including month, quarter and year-end close.
- Responsible for managing the full general ledger and financial reporting systems.
- Prepare payroll and related recordkeeping in coordination with Human Resources.
- Oversee accounts payable, cash receipts and treasury operations.
- Perform bank and investment reconciliation process.
- Perform revenue and expenditure analysis and capital asset reconciliations.
- Produce financial reports and statements with the outsourced accounting team.
- Prepare budgets, forecasts, and financial analysis with the outsourced accounting team.
- Coordinate and support the annual audit with the outsourced accounting team.
- Prepare tax forms and other filings and ensure compliance with regulatory requirements with the outsourced accounting team.
- Maintain internal control and safeguards for receipt of revenue, costs, and budgets and actual expenditures in compliance with GAAP standards and policies.
- Maintain accurate and efficient filings of fiscal records and data.
- Seek ways to improve systems and procedures.
- Conduct research on technical accounting guidance.
- Provide managerial oversight, guidance, and direction to the Manager, Accounts Payable.
- Contribute to overarching organization goals by participating in cross-functional working groups.

QUALIFICATIONS
- Bachelor's degree in Accounting
• 5-7 years’ experience in an accounting department; non-profit experience preferred

GENERAL SKILLS AND COMPETENCIES
• Advanced knowledge of GAAP principles for non-profit organizations.
• Solid experience closing books, preparing financial reports, budgets, payroll, payables and receivable.
• Solid experience managing the general ledger and close, assisting with regulatory filings, and coordinating activities for audits.
• Experience in financial analysis.
• Excellent oral and written communication skills.
• Strong organizational skills and attention to detail and accuracy.
• Strong interpersonal skills, ability to listen well and positively represent the organization and its mission.
• Ability to maintain the highest level of integrity, professionalism, and ethics.
• Proven commitment to equity and cross-cultural competencies.
• Ability to identify and solve problems efficiently and quickly.
• Ability to manage many and/or differing tasks and maintain productivity.
• Ability to work independently and as part of a diverse team.
• Ability to work effectively and positively with a range of individuals and working styles, and with people at all organization levels including staff, board members, foundation officers, donors, and vendors.
• Experience supervising and coaching junior staff.
• Experience with accounting software, preferably Intacct.
• Experience with accounts payable software, preferably Bill.com.
• Experience with expense management software, preferably Expensify.
• Experience with CRM database software, preferably Salesforce.
• Proficient skill in Microsoft Office 365 applications with advanced MS Excel skills.

SALARY AND BENEFITS
The salary hiring range for this position is $90,000 - $100,000 and is commensurate with experience. We have a generous benefits package, including health, dental, vision, life, and disability insurance and a 403(b) plan with a 7% employer contribution. There are 11 paid holidays and 3 floating holidays per year, 20 vacation days per year, paid time off the week between December 25th and January 1st, and 10 sick days per year.

The Council on Foundations is an Equal Opportunity Employer – people of color, people with disabilities, women and LGBTQ candidates are strongly encouraged to apply. We are committed to a diverse workplace, and to supporting our staff with ongoing career development opportunities.

TO APPLY
Send a resume and thoughtful cover letter to liz@chisholmconsultingllc.com with the subject line “Assistant Controller at Council on Foundations”.