



## Assistant Controller

Date of Last Revision: 06-03-2024

**Title Group:** Assistant Controller

**Department:** Finance

**Reports To:** Controller

**Status:** Full-time | Exempt

### Position Summary

Primarily Advances Goal III of our strategic plan “Together We Thrive”: Advancing equity and racial justice by aligning our operations.

The Assistant Controller reports to the Controller and serves as a key leader in the Finance department, assisting in all aspects of the accounting and fiscal management of the New Hampshire Charitable Foundation. This role ensures the integrity of the financial reporting system and fulfills internal and external financial reporting requirements. Primary functions include compiling financial statements in accordance with Generally Accepted Accounting Principles (GAAP), preparing and reviewing journal entries, preparing and reviewing account reconciliations, supporting payroll, identifying and designing process improvements, and developing and monitoring adherence to internal controls.

### Essential Job Functions and Responsibilities

#### *Overall Leadership*

- Mentors and supports training of the accounting staff to ensure the highest performance standards for financial and accounting activities
- Presents financial information to staff and management
- Provides topical education to staff, management, and other non-profit entities

#### *Accounting and Fiscal Management*

- Performs reconciliations of complex accounts including various investment pools, specially invested assets, and deferred gifts
- Oversees and prepares general ledger expense allocations, account reconciliations, and journal entries; includes compliance with internal controls
- Reviews contributions and grant entry support and certain account reconciliations
- Supports payroll and benefit accounting and review as needed
- Provides back-up to other Finance staff including cash receipts, processing contributions, accounts payable and grants payable
- Researches, prepares analysis, and responds to internal and external inquiries
- Assists with researching and implementing FASB, GAAP, and other tax and accounting regulations, changes, or procedures as needed
- Assists the Controller in preparation of materials for senior leadership and the Board
- Responsible for filing certain annual reports with the State of New Hampshire
- Responsible for reviewing and assisting with preparation of annual operating budget, quarterly budget reforecast and monitoring budget to actual variances

- Assists with preparation of financial statements, compliance with State and Federal tax requirements and reporting, internal and external financial reporting
- Prepares and reviews workpapers for the annual external audit and tax return preparation
- Assists with the preparation of the 990 and 990-T, working closely with the Foundation's tax advisors
- Ensures exemplary customer service including clarifying accounting policies and procedures to staff, donors, fund holders, and other non-profit organizations as needed

*Other*

- Works closely with the Director of IS, Controller and CFO on technology issues, particularly as it relates to the accounting software, provides staff support and training, works with programmers, develops reports and processes
- Identifies and designs process improvements to bolster automation, efficiency and scale
- Develops automated dashboards and reporting, working closely with the Controller and CFO
- Participates in learning opportunities to build skills of collaboration, critical inquiry, listening, and trust and to increase understanding of issues related to equity and racial justice
- Performs other duties as assigned

**Essential Knowledge, Skills, and Attributes**

- Ability to produce accurate financial reporting, initiate projects, and develop solutions
- Demonstrated professionalism and responsibility in organizing, developing, and managing financial information
- Excellent organizational skills and attention to detail including the ability to organize multiple tasks/projects, as well as prioritize tasks within projects
- Exceptional ability to manage sensitive and confidential information with discretion and judgment
- Demonstrated ability to lead initiatives and work collaboratively as well as be self-directed
- Ability to develop effective interpersonal work relationships with a diverse range of internal and external people
- Ability to be flexible and work comfortably in a fast-paced environment, including the ability to work under deadline pressure
- Strong analytical skills as well as strong written and verbal communication skills
- Demonstrated adherence to regulations, laws, policies and procedures

**Job Characteristics**

- Shared office environment based in Concord, NH
- May require extended periods of time at a computer
- Night and/or weekend work may be required
- Travel around the state may be necessary; may require travel to conferences with overnight stays

**Essential Qualifications**

- A combination of education and experience equivalent to the needs of the role with a preference for someone with a degree in accounting or related field with CPA or CMA designation, and a minimum of ten years of progressively responsible accounting and leadership experience
- Knowledge of and ability to implement appropriate internal control procedures, generally accepted accounting principles (GAAP), and other accounting, non-profit, and tax regulations
- Strong computer skills, including MS Office products, and accounting database applications
- Advanced Microsoft Excel skills required
- Power BI, SQL, data management skills, and software implementation experience strongly preferred
- Valid driver's license

## Organizational Life

- Participates in the Foundation's organization life, including department meetings, improvements teams/committees, and events as required
- Positively demonstrates the values and contributes to the culture of the Foundation
- Demonstrates a commitment to community and the well-being of New Hampshire
- Works effectively as a team contributor on all assignments
- Follows all company policies and procedures, as well as all local, state, and federal laws concerning employment
- Contributes to a safe and productive environment

*Essential job functions and requirements are subject to possible modification to reasonably accommodate individuals with disabilities.*

*This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. This job description is general and may evolve over time. The description is subject to periodic updating. At management's discretion, the employee may be assigned different and/or additional duties or responsibilities.*