



## **Job Posting**

### **ABOUT THE FOUNDATION**

One of the oldest American foundations, the Russell Sage Foundation was established in 1907 for “the improvement of social and living conditions in the United States.” RSF is a research center, a funding source for studies by scholars at other academic and research institutions, and an active member of the nation’s social science community.

The Foundation funds innovative social science research in four main program areas and several special initiatives; supports visiting scholars, researchers, and journalists; and publishes books and a journal based on the work of its grantees and visiting scholars.

**JOB TITLE:** Assistant Controller

**JOB SUMMARY:** Reporting to the CFO, the Assistant Controller is responsible for maintaining and continuously improving the system of financial controls, including general accounting, investment accounting, tax compliance, budgeting, banking, and disbursements. In collaboration with the CFO, the Assistant Controller develops and conducts financial and systems analysis, and recommends and enforces relevant policies and procedures conducive to smooth Foundation operations and compliance with Generally Accepted Accounting Principles (GAAP), federal, state and IRS regulations. The Assistant Controller, working under the supervision of the CFO, will be the key person working with other staff to develop materials for recurring processes such as the external audit, tax filings, development of the initial budget, and insurance renewals.

An empathetic, approachable, and curious leader with strong coaching skills, the Assistant Controller supervises the Accounting Manager and Senior Accountant, coordinates and reviews their work and provides guidance to achieve objectives and support their professional and career development.

### **RESPONSIBILITIES:**

#### **Leadership and Team Development**

- With the CFO, manages Finance staff; be responsible for delegation, training, review and follow up; regularly monitor and assess performance; provide timely feedback and coaching; and identify and support opportunities for professional development
- With the CFO, works with Finance Department staff and other departments to identify and establish individual and team goals.
- With the CFO, works collaboratively to support the ongoing informational needs of the Foundation, including providing education and training on accounting policies and procedures.

#### **Investments and Treasury**

- Prepares monthly cash flow report and inform cash flow needs to the CFO.
- With the CFO, benchmarks investment performance, and prepares monthly investment reports

- Assist CFO in drafting recurring finance committee materials.
- With the CFO, manages relationship with the commercial bank and ensures that the Foundation is receiving a high level of service.

### **Accounting, Financial Reporting, and Budgeting**

- With the CFO, manages the accounting and financial analysis functions for the Foundation, with the objective of implementing and maintaining a robust system of internal controls with a focus on disbursement activity (payroll processing and payments by check, ach, wire, and credit card) to comply with GAAP and IRS reporting requirements and to implement any new policies and procedures.
- With the CFO, works with department heads to prepare the Foundation's program and operating budget and developing the budget narrative that is presented to the Trustees each year.
- Coordinates and leads timely monthly financial cycles leading to the publication of accurate and timely financial reports and conducts analytical review of overall monthly fluctuations in financial records for various stakeholders which include the board, senior staff, and department heads.
- With the CFO, reconciles internal financial reporting and external GAAP financials.
- Reviews and approves all general ledger entries and bank reconciliations.

### **Audit and Tax**

- With the CFO, oversees the annual audit of the Foundation's books and records; prepares financial statements, provides documentation and prepares various audit work papers for the audit; and works extensively with outside auditors to ensure the efficient and timely completion of the audit
- With the CFO, coordinates the Finance team's work on the annual 990PF including preparing tax workpapers and supporting documentation, compiles the necessary data for the 990T and state tax returns, and ensures the timely and accurate filing of City Property Tax and other government schedules or tax reports as required (e.g. IRS 1099 forms and NY form CHAR500).
- Assists the CFO in drafting reports for the annual Audit Committee meeting.

### **Operations and Systems**

- With the CFO, ensures the continuous positioning of the Finance department as a customer service center within the Foundation, seeks continuous feedback and improvement and supports collaborative engagements at the team and individual level.
- Continually engages Foundation staff to ascertain accounting-related needs, in order to recommend, develop, and implement solutions that enhance and refine business and financial operations. Leads the investigation into new financial software products and evaluates fit with the Foundation.
- With the CFO, implements and manages automation systems to increase the efficiency of operations and ensures that these systems are functioning and well-integrated.
- With the CFO, handles the ongoing management and review of the Foundation's commercial and risk insurance policies by working closely with the Foundation's insurance broker. Makes recommendations as appropriate.
- Works with the Grants Manager to recommend improvements in grants systems and processes between Fluxx and Great Plains.
- Coordinates with Director of Publications to ensure accuracy of publishing costs related to book sales and inventory.
- Oversees the staff expense reimbursement system and process.
- Oversees timely and accurate billing for the Foundation's apartments.

Performs other responsibilities and duties consistent with achieving the organization's goals.

**REQUIREMENTS:**

- B.A. in accounting or equivalent
- MBA or CPA preferred
- A minimum of seven years of progressive financial or audit experience preferably in non-profit or private foundation environment
- Strong computer skills with good working knowledge of Microsoft Office, desire for advanced knowledge in Excel, and the ability to master new software quickly; experience with Great Plains and a grants management system such as Fluxx are a plus.
- Sound judgment, including the ability to use discretion and to protect sensitive and confidential information.
- Outstanding interpersonal skills, exceptional customer service orientation, strong oral and written communication skills, and the ability to work with and lead people with different backgrounds and experiences.
- Highly energetic, self-motivated, entrepreneurial, and advocate one's point of view, respects and solicits the contributions of others.
- Excellent organizational skills, attention to detail and ability to manage multiple tasks while working with a team or independently and meet multiple, recurring deadlines.
- Ability and willingness to be a hands-on financial manager and lead staff who handle multiple project assignments.
- Ability and comfort working with new technologies and systems.
- Experience in managing change, improving processes, and effectively collaborate with peers as well as senior colleagues.
- Creatively solves problems and designs systems and procedures to meet current and long-term needs.
- Exceptional analytical skills grounded in sound financial theory; knowledge of standard accounting software applications to generate analyses of financial data.
- Experience with systems implementation for accounts payable such as Concur or bill.com a plus.

**HOW TO APPLY**

Please submit a cover letter and resume to [jobs@rsage.org](mailto:jobs@rsage.org). The Russell Sage Foundation offers a collegial, stimulating work environment in New York City and an exceptional benefits package. Salary commensurate with experience. **No phone calls please.** Only qualified candidates will be contacted for an interview.