

The Rockefeller Foundation

420 Fifth Avenue
New York, NY 10018

Employment Opportunity: Controller

December 2009

ORGANIZATION OVERVIEW

The mission of the Rockefeller Foundation is to “promote the well-being” of humanity. The Foundation focuses on addressing the root causes of serious problems, and on doing so around the world. As John D. Rockefeller said, “The best philanthropy is constantly in search of the finalities—a search for a cause, an attempt to cure evils at their source.” This approach has produced such breakthrough work as the creation of public health systems, the eradication of yellow fever, the “Green Revolution” in Latin American, Asian and Indian agriculture, and the creation of public-private partnerships to develop promising new vaccines. With assets of almost \$4 billion, it is one of the nation’s largest private foundations.

The Rockefeller Foundation works around the world to expand opportunities for poor or vulnerable people and to help ensure that globalization’s benefits are shared more equitably. It is one of the few institutions to conduct such work both within the United States and internationally.

The Foundation’s approach is driven by a search for new ideas with unusual potential for significant impact. The Foundation seeks big ideas in both traditional and non-traditional ways, using facts, analysis, current academic thought and literature, experts and the views of the ultimate beneficiaries. Ideas are selected based on their potential for impact; each must address a problem with severe consequences and have the potential to positively affect a large number of poor or vulnerable people.

The Foundation catalyzes ideas and turns them into actionable initiatives using the full range of its assets and capacities to support each initiative. The Foundation learns from its work, and helps others to do so, seeking to identify, measure and disclose what works and what doesn’t.

The Foundation currently maintains offices in New York in the United States, a study and conference center in Bellagio, Italy, and regional offices in Bangkok, Thailand, and Nairobi, Kenya. Annual grant-making has averaged over \$170 million per year in the past five years.

Position Summary

The Controller is responsible for managing the Foundation's financial systems and processes, including but not limited to accounting, payables management, financial reporting, budget reporting, tax and regulatory reporting, and payroll. The Controller is a key member of the Foundation's management team and is expected to actively promote system and operational improvements. This position reports to the Chief Financial Officer.

Duties and responsibilities include, but are not limited to: Accounting and Treasury

- Oversee the management of the general ledger subsidiary ledgers, and all accounting functions (i.e. accounts payable including grant payments, fixed assets, payroll, financial reporting and cash management) and direct the timeliness and quality of the monthly close, consolidations and financial reporting.
- Oversee treasury function, banking relationships, bank reconciliations, credit line, and cash forecasting process.
- Oversee the proper recording of grant approvals and payments. Coordinate with the Office of Grants Management, track and report on cash distribution requirements.
- Oversee key vendors in areas including payroll and travel.
- Ensure maintenance of fixed asset and depreciation records, oversee capital budgeting and forecasting.

Audit and Tax

- Directly responsible for the Foundation's audited financial statements and related disclosures. With CFO, manage the Foundation's annual audit and work closely with the Foundation's external auditors as well as internal departments.
- Oversee annual audit of pension plan and retiree benefit plans.
- Manage all federal, state and local tax and regulatory reporting requirements, including preparation of the annual 990-PF tax and 990-T income tax returns, quarterly excise tax payments and other tax payments, quarterly and year-end payroll reporting including federal and state reports, and annual 1099 income tax filings.

- Develop, maintain, and update accounting policies and procedures and proper internal controls systems. Establish and maintain systems and controls to assure the integrity of all financial systems, processes, and data.

Budgeting and Reporting

- Manage and coordinate the annual budget process for the Foundation.
- Oversee the accurate and timely preparation and dissemination of financial management reports including, monthly reports, quarterly interim financial statements, and annual reports on both an accrual and cash basis.
- With the CFO, responsible for preparing all financial reports for the Audit and the Budget and Compensation Committees of the Board of Trustees.

Project and Staff Management

- Supervise the Manager of Financial Reporting and the Manager of Accounts Payable, and for entire accounting staff, ensure that adequate cross-training is maintained.
- Oversee and partner with IT to maintain and upgrade accounting software system (Great Plains) and other related financial software.
- Serve as business advisor to Executive Management and to other areas of the Foundation.
- Engage in identifying cost and efficiency improvements throughout the Foundation. Partner effectively on relevant projects.
- Participate in a wide variety of special projects and create ad hoc analyses and special reports as required.
- Other duties as assigned

Qualifications

- Commitment to accuracy and attention to detail
- Strong organizational skills and ability to work under pressure
- Excellent written and oral communication skills
- Strong interpersonal skills; courtesy, tact, patience and team orientation
- Excellent project management skills, highly organized.
- Demonstrated ability to handle/maintain confidential information

Education, Training and Experience

- Degree /Educational Requirements: BS Accounting; CPA required, MBA preferred .
- Strong knowledge and experience in applying generally accepted accounting principles, procedures and internal controls.

- Nonprofit/Foundation experience preferred.
- Minimum of 8 years managing staff at an organization with an operating budget over \$15 million.
- Managerial experience and skills; good combination of tactical and strategic thinking; ability to be hands on; strong capability in managing and coaching staff.
- Computer/Software Skills Required: Strong capability in the Microsoft Suite, particularly Excel, Word, Outlook; Strong experience with accounting software, especially Great Plains or similar programs.

COMPENSATION

The Rockefeller Foundation offers a competitive salary commensurate with experience and provides a generous package of benefits.

*Please send in confidence a resume to Machlowitz Consultants, Inc., a retained executive search firm. Email is strongly preferred. rockefeller@machlowitz.com
Subject line: Controller*

We regret it will not be possible to communicate with candidates except those who most closely match our client's requirements.

The Rockefeller Foundation is committed to the principles of equal employment opportunity, affirmative action, and to compliance with all federal, state, and local laws concerning employment discrimination, including the Americans with Disabilities Act. To this end, the Foundation ensures equal opportunity to all employees and applicants regardless of race, color, age, gender, sexual orientation, religion, marital status, national origin or ancestry, citizenship, lawful alien status, physical, mental, and medical disability, veteran status or liability for service in the United States Armed Forces.

The Rockefeller Foundation is an Equal Opportunity Employer