



The Boston Foundation believes that one of the great strengths of the Greater Boston community is the rich diversity of its residents in race, religion, national origin, ethnicity, sex, sexual orientation, gender identity, genetic information, age and physical abilities. The Foundation seeks to enhance and support that diversity, not only by its grant making, but also by adopting and implementing employment policies and practices designed to recognize and respond to such diversity.

The Boston Foundation is an Equal Opportunity Employer. We encourage applications from people with diverse backgrounds and experience.

**All applications should be submitted online. Go to <https://www.tbf.org/who-we-are/careers> and select “AVP/ Controller” to complete our online application process.**

## **Job Description**

**Title:** Associate Vice President/Controller

**Department:** Finance

**Reports To:** Chief Financial Officer

**FLSA Classification:** Exempt **FTE:** 1

**Supervises:** 4: 2 Managers, 1 Coordinator, 1 Assistant

**Hybrid Schedule (subject to change):** 2-4 days a week in the office, depending on business needs.

Balance of each week may be worked remotely.

**Position Budgeted:** \$175,000.00 to \$200,000.00

### **Position Summary:**

The AVP/Controller is responsible for leading and managing the day-to-day financial operations of the Foundation. They oversee the execution of core finance and accounting processes, identify and implement process and system improvements, monitor the effectiveness of internal controls, and ensure that all of the Foundation's financial reporting needs are being met.

### **Essential Functions:**

- Works with the CFO to design and implement financial guidelines and controls;
- Strives for operational excellence throughout the finance function and beyond actualizing improvement to generate results;
- Reviews policies and procedures for financial operations and ensures adherence to them;
- Supervises the fund accounting for 1,200+ individual funds;

- Supervises Accounts Payable, Payroll and Fund Administration functions (gift and grant processing);
- Oversees the recording and reporting of all transactions;
- Serves as a back-up of the roles performed by direct reports;
  - Reviews and authorizes weekly distribution for invoices and grants;
  - Reviews and approves bi-weekly payroll;
- Supports the Foundation's development effort as needed;
- Manages preparation of and analyzes internal departmental reports on monthly basis;
- Manages preparation of interim and annual financial reports for Initiatives;
- Manages preparation of the Foundation's public financial statements; and
- Serves as the primary liaison with the external auditors.

*Other Duties and Responsibilities:*

- Acts as a positive influence, especially in matters of fiduciary responsibility and control;
- Works with staff throughout the organization to implement process improvement;
- Designs and implements monthly and quarterly performance monitoring controls;
- Evaluates existing technology solutions and identifies areas for improvement;
- Manages implementation of new information technology systems; and
- Individuals assigned to this position may perform other duties as assigned.

**Qualifications**

*Preparation, Knowledge, Previous Experience:*

- Minimum 20 years work related experience;
- Bachelor's degree in Accounting or Business Administration; CPA a plus;
- Extensive knowledge of all standard accounting operating procedures and principles;
- Knowledge of cash management, expenditure, and disbursement process;
- Payroll processing experience; and
- Knowledge of fiscal administration, including pension plan and benefits administration.

*Skills, Abilities, Competencies:*

- Ability to lead, motivate, organize, and manage diverse staff effectively;
- Critical thinking skills to identify and resolve business issues;
- Comprehensive knowledge of GAAP, especially as applied in the Non-Profit sector;
- Working knowledge of FASB rules for not-for-profits;
- Demonstrated ability to design and manage a strong internal control environment;
- Excellent verbal and written communication skills;
- Experience implementing COSO Internal Control – Integrated Framework;

- Knowledge of state and federal taxation of non-profit organizations (a plus, but not required);
- Ability to work under the pressure of tight deadlines;
- Committed to meeting deadlines;
- Accountability for timely completion of responsibilities of self and finance team;
- Ability to make decisions about how to manage and organize own workload;
- Maintains highest standards of confidentiality and exhibits discretion;
- Participative work style; ability to give and receive feedback; and
- Mature interpersonal style; ability to interact calmly with a diverse range of people.

**Working Conditions & Physical Demands:**

- Ability to work on-site and remotely, as required;
- Ability to sit for long periods of time; and
- Ability to use a computer keyboard for extended periods of time.

*The content is intended to describe the general nature and level of work being performed by persons assigned to this job. It is not intended to constitute an exhaustive list of all responsibilities and duties required.*

*External and internal applicants, as well as position incumbents, who are or become disabled as defined under the Americans with Disabilities Act or applicable state law, must be able to perform the essential functions of the job (including those listed above) either with or without reasonable accommodation. Reasonable accommodation, if any, will be determined by management in consultation with the employee on a case-by-case basis.*

*This job description is intended to be general and may be revised from time to time. At management's discretion, the employee may be assigned different or additional duties from time to time.*

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