



For this generation...and generations to come.

**POSITION
DESCRIPTION
CONTROLLER**

Organization

Established in 1954, the Jewish Community Foundation of Los Angeles manages charitable assets of \$1.5 billion entrusted to it by 1,400 families. The Foundation partners with donors to shape meaningful philanthropic strategies, magnify the impact of giving, and build enduring charitable legacies. In 2021, The Foundation and its donors distributed \$120 million to more than 2,000 nonprofits that span the range of philanthropic giving. Over the past 10 years, it has distributed nearly \$1 billion to thousands of nonprofits across a diverse spectrum.

www.jewishfoundationla.org

Position Summary

The Controller supports the VP, Finance in successful completion of the accounting cycle and managing various aspects of the accounting operations. The position will focus on a wide variety of accounting and compliance activities, as well as special projects. The successful candidate will be a nimble and independent accounting professional with a track record of success in complicated nonprofit organizations, have deep knowledge of investments and accounting, and be willing to help out wherever needed. This position reports to the VP, Finance and supervises the General Ledger Accountant.

Essential Roles and Responsibilities

Manage and review the following processes:

- Maintain the chart of accounts and the general ledger
- Monitor new money available for investments
- Review cash receipts and post the final entries
- Review and post journal entries
- Review letters for gifts and wire transfers
- Prepare/review donor statements quarterly and twice/year
- Review monthly and quarterly administrative fees for donor funds

- Review allocation of gain/loss and interest for investment pools
- Monthly and annual close cycles
- Develop and implement policies and procedures for all accounting functions
- Serve as lead liaison with external auditors, scheduling and managing the annual audit

Major projects:

- Development of annual budget
- Monthly Variance Reports
- Preparation of quarterly spreadsheet showing the performance of various funds
- Funds available for grants
- Year-end results and accruals
- Research, identify, and coordinate implementation of software and other tools to increase efficiency of accounting operations
- Assist VPF with special projects
- Other duties as assigned

Education and experience required

- Bachelor's Degree in Accounting
- 5 years of experience as a Controller (not-for-profit preferred)
- Supervisory experience
- Foundation accounting and investment review experience, preferred
- Knowledge of accounting software:
 - Blackbaud (Financial Edge and Raisers Edge)
 - Foxit
 - Excel (Pivot-tables and V-lookups helpful)
 - Word
 - Outlook
 - PowerPoint

Certificates, licenses, registrations

- CPA or CMA preferred, but not required