Managing Director, Controller

REPORTS TO: Chief Financial Operating Officer
DATE: June 22, 2020
APPLICATIONS DUE: TBD
VISIT US ONLINE: www.seattlefoundation.org

Who Are We?

The heart and science of philanthropy
Greater Seattle is changing and growing, and so is Seattle Foundation. “The heart and science of philanthropy” is the intersection of passion and discipline to create lasting change. As the community’s foundation, our mission is to ignite powerful and rewarding philanthropy to make Greater Seattle a stronger, more vibrant community for all. We work with more than 1,200 individuals, families, and corporations to strategically invest their philanthropic resources in ways that inspire continued giving. We also partner with philanthropic institutions, government agencies, community organizations, and businesses to catalyze positive change in our community across a range of issues.

Our organizational culture is one of engaged teamwork, where we support one another in reaching our collective and individual goals while constantly learning along the way. Our office is located in the downtown core of Seattle, however, our reach is much broader than that – we focus on Greater Seattle and the Eastside and also support donor interests across the country and around the globe. We seek individuals to join our 40+ (and growing!) team who are committed to our vision of a stronger, more vibrant community for all; collaboratively finding solutions; continually improving, and going the extra mile in service of our philanthropic partners and the broader community. We’re in the midst of an exciting evolution in our work. More information about Seattle Foundation can be found at www.seattlefoundation.org.

What’s the Opportunity?

The Managing Director, Controller (MDC) is responsible for accounting leadership and fiscal operations of Seattle Foundation (SeaFdn). You will bring strategic direction and operational excellence to SeaFdn’s GAAP accounting, reporting, investment operations, internal control systems, and fiscal partnerships. This work is at the heart of our business operations. Do you want to use your deep knowledge of GAAP accounting, tax compliance & reporting, investment administration, financial systems, and internal controls to make a positive impact in the greater Seattle region? You can contribute to the greater good in your role as MDC serving as an organizational leader supporting our economic success and revenue growth.
As the Managing Director, Controller you will be responsible for:

1. **Management**
   a. Oversee daily operations of SeaFdn’s accounting, tax compliance, and fiscal partner accounting operations.
   b. Support and manage the development and growth of the team, own the accounting work plan, and coordinate with other departments across the foundation.

2. **Leadership**
   a. Establish overall department vision, drive continuous improvement initiatives, and develop & monitor departmental performance metrics.
   b. Develop accounting department staff, providing workplans, career ladders, and ensuring appropriate cross-training and process documentation are in place to provide appropriate transaction redundancies.

3. **Functional**
   a. Stay current on and demonstrate expertise in Generally Accepted Accounting Principles, optimizing SeaFdn’s cash management, including the relationship with SeaFdn’s primary financial institution vendors and consultants.
   b. Coordinate with SeaFdn Finance group to define and manage the organization’s Chart of Accounts and accounting transactions to best support SeaFdn strategies and tactics.
   c. Provide strong oversight to the payroll team to ensure that employee compensation, benefits, and accounting entries are accurate and timely for all stakeholders.
   d. Ensure all financial and reporting deadlines are achieved, including but not limited to month-end close, Board materials, investment reporting, annual audit, etc.
   e. Develop and maintain policies and procedures that document accounting positions, and support both the mission of SeaFdn and the operational priorities of Accounting and F&O.

4. **Compliance**
   a. Ensure SeaFdn complies with all applicable GAAP rules plus federal, state, and local laws and regulations on financial reporting and taxes.
   b. Responsible for the annual financial statement audit process, including managing external audit relationships, internal coordination, and quality assurance.
   c. Responsible for state and federal tax return preparation, and interface with tax authorities.
   d. Responsible for compliance with payroll reporting requirements and payroll processing.
   e. Advise management and other stakeholders on tax implications from operational activities and stay current on local, state(s), and federal regulatory and tax code revisions.
   f. Monitor debt levels and manage compliance with banking debt covenants on debt instruments.

5. **Control**
   a. Support all audits of Seattle Foundation’s books and records.
   b. Responsible for oversight and compliance with SeaFdn’s internal control policies, practices, and procedures. In collaboration with staff and other departments, develop and review COSO-compliant procedures to improve SeaFdn internal controls; recommend and implement policy changes.
   c. Maintain and develop relations with all auditors, banks, other financial institutions & consultants, and other external stakeholders as appropriate.
   d. Establish business continuity protocols for all functions, including staff cross-training, technological solutions, banking/fiscal operations, and business processes.

*Updated April 2020 by TLH*
6. **Business**
   a. Understand the business model, strategies, and organizational initiatives.
   b. In conjunction with SeaFdN leadership and Finance, develop business intelligence metrics, reports, and analysis guiding management in the areas of operational efficiencies, operational excellence, quality, and other Key Performance Indicators.
   c. Support Finance in budget development and management reporting, identifying and analyzing budget variances and business issues.

**What Are We Looking For?**

**What experience or knowledge do you have? Preference will be given to the following:**

- 10+ years of direct accounting operations management and financial management work experience, with increasing responsibility.
- 5+ years of direct management experience leading and developing a high performing team.
- CPA certification or equivalent experience.
- Bachelor's degree in business administration, accounting, finance, or similar area of study or equivalent experience.

**What else are we looking for? You have the following skills, experiences, and qualities:**

- A strong commitment to the health and vibrancy of the greater Seattle area, specifically our commitment to racial equity and economic opportunity.
- Experience with Fund or Non-Profit accounting.
- Excellent public speaking and writing skills. Must be comfortable making presentations to all levels in the organization, including the Board of Trustees.
- Experience in Blackbaud Financial Edge/Razor's Edge/Grantor's Edge preferred.

**What Can You Expect?**

A collegial work environment; a competitive salary and excellent benefits, including health insurances (medical, dental, vision, and long-term disability); a generous retirement plan match; and vacation/sick leave.

**What are the Physical Demands and Working Conditions?**

The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
This position works in an office, and the noise level in the work environment is usually low to moderate. While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals, i.e. copier toner.

How Do I Apply?

As an equal opportunity employer, Seattle Foundation is committed to a diverse, multi-cultural work environment. Seattle Foundation does not discriminate in employment on the basis of age, race, creed, gender, religion, marital status, veteran's status, national origin, disability, or sexual orientation. People of color, people with disabilities, and people of diverse sexual orientations are encouraged to apply.

Please send a cover letter and resume to hr@seattlefoundation.org. The position is open until filled.