



# Rockefeller Brothers Fund

Philanthropy for an Interdependent World

## Employment Announcement: Accounting Coordinator

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### About the Fund

Founded in 1940, the Rockefeller Brothers Fund (RBF) advances social change that contributes to a more just, sustainable, and peaceful world. The RBF's grantmaking is organized around three themes: Democratic Practice, Peacebuilding, and Sustainable Development. Though the Fund pursues its three program interests in a variety of geographic contexts, it has identified several specific locations on which to concentrate cross-programmatic attention. The Fund refers to these as "RBF pivotal places": subnational areas, nation-states, or cross-border regions that have special importance with regard to the Fund's substantive concerns and whose future will have disproportionate significance for the future of a surrounding region, an ecosystem, or the world. The Fund currently works in three pivotal places: China, the Western Balkans, and Central America. The Charles E. Culpeper Arts & Culture program, focused on New York, nurtures a vibrant and inclusive arts community in the Fund's home city.

Through its grantmaking, the Fund supports efforts to expand knowledge, clarify values and critical choices, nurture creative expression, and shape public policy. The Fund's programs are intended to develop leaders, strengthen institutions, engage citizens, build community, and foster partnerships that include government, business, and civil society. Respect for cultural diversity and ecological integrity pervades the Fund's activities.

### Position Summary

The Rockefeller Brothers Fund (RBF) seeks an Accounting Coordinator to support accounting and financial reporting support to the accounting team, which performs accounting services for the RBF, the Rockefeller Family Fund (RFF), and the David Rockefeller Fund (DRF). The incumbent will be responsible for not preparing journal entries, monitoring cash balances, and reconciling monthly bank statements, with a focus on the RFF and DRF. The Accounting Coordinator will also assist with year-end reconciliations and the annual audit.

This role reports to the Director of Accounting, and the Director of Financial Reporting.

***The starting salary for this role is \$60,720.***

### Key Responsibilities

#### Accounting and Financial Supporting Services

- Monitor cash balances for the RFF and the DRF to ensure each is adequately funded and coordinate with the Director of Accounting and Senior Accountant to arrange cash transfers as necessary.
- Review and reconcile monthly bank statements.
- Review the coding of invoices for payment in Bill.com and verify supporting documentation.
- Oversee the maintenance of invoices, voucher records, journal entries, and other data as

- required to support and verify receipts and disbursements.
- Provide guidance to the Accounting Assistant on the preparation of cash receipts and general journal entries needed for the monthly closing.
  - Provide accounting and administrative support relating to monthly corporate credit card statements and travel expense reports.
  - Enter transactions into accounting software system.
  - Prepare and coordinate weekly check deposits.
  - Ensure and verify that all weekly cash transfer requests have been confirmed and executed by the respective financial institutions.
  - Coordinate the prefunding of payroll and 401K transfers and review semi-monthly recurring payroll entries for the RFF and the DRF, including qualified transportation expense transfers.
  - Prepare journal entries for DRF short-term investment cash activity and reconcile between custodian and investment consultant.
  - Prepare monthly recurring journal entries for short-term investments for donor-advised funds and projects.
  - Review RFF's quarterly reconciliations of grant payments and appropriations.
  - Maintain an Intacct-generated spreadsheet detailing contributions received by the RFF, according to fund/project, and update monthly.
  - Prepare Forms 1099-MISC for the RBF, the RFF, and the DRF and distribute annually to recipients and Internal Revenue Service.
  - Assist with support and documentation for annual audit processes.
  - Prepare closing year-end audit entries for the RFF and the DRF, including expense accruals, reclass of grants paid against appropriations, and closeout of rebill expenses against receivable accounts.
  - Prepare schedules for annual audits, including but not limited to year-end grant reconciliations, reconciliation of accounts receivable and accounts payable/accrued expenses, and consultant fee analysis.
  - Support and carry out special projects that may arise at the request of the Directors of Accounting and Financial Reporting.
  - Perform all other tasks as assigned.

## **Skills and Abilities**

- Experience with general accounting principles and procedures, including awareness of developments in the field of accounting, financial reporting, and compliance.
- Ability to prioritize, work under pressure, meet short deadlines, and manage multiple tasks and projects with flexibility and attention to detail.
- Aptitude with computer technology to efficiently accomplish work using e-mail, the Internet, Microsoft Office (Word, Excel, PowerPoint, and Outlook), and accounting software such as Sage Intacct, Bill.com. and/or other payment solution software.

## **Education, Experience, and Knowledge**

- Bachelor's in accounting or relevant field of study with three years in an accounting role, or a Master's with two years of relevant experience.
- Foundation or nonprofit experience is preferred.

## **Expectations of All Positions**

Each employee is expected to:

- Understand and support the philanthropic mission of the RBF.
- Respect and value those who partner with or request assistance from the RBF.
- Manage the resources of the RBF in a manner that maximizes the funds available for charitable activity.
- Advance diversity, equity, and inclusion efforts in core responsibilities and institution-wide efforts.
- Respect the contribution of each employee of the RBF and support colleagues in fulfilling their individual responsibilities.
- Appreciate differences in perspectives and points of view and work collaboratively with colleagues toward shared goals and objectives.
- Commit time to RBF activities and conversations that strengthen the Fund's culture and improve its effectiveness opportunity in all work relationships.

## **Application Process**

The Rockefeller Brothers Fund is an equal opportunity employer and invites applications from candidates regardless of race, gender, national origin, sexual orientation, age, disability, or religion. The RBF is committed to becoming an anti-racist and anti-sexist institution ([read more here](#)). We offer a competitive salary based on the responsibilities of the role, a generous benefits package, and a pleasant work environment.

As we emerge from COVID-19 pandemic restrictions, the RBF has adopted a hybrid-remote model for 2022. This role will have the option to work from home, if desired, with the expectation of reporting to the RBF's New York City office (475 Riverside Drive), at defined intervals or when requested by the manager, or the RBF management team.

To apply, please send a cover letter explaining your interest in the position and qualifications along with a resume to [employment@rbf.org](mailto:employment@rbf.org). Include *Accounting Coordinator* in the subject line of your email. No telephone or fax inquiries, please. Application deadline is **May 6, 2022**.

For additional information, please visit our website at [www.rbf.org](http://www.rbf.org).