



# Rockefeller Brothers Fund

Philanthropy for an Interdependent World

## Employment Announcement: Accountant

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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 Accountant to perform accounting and financial reporting tasks. The Accounting department provides support to the RBF, as well as affiliated organizations the Rockefeller Family Fund (RFF) and the David Rockefeller Fund (DRF). The Accountant will perform other duties assigned by the Director of Accounting, with additional responsibilities in coordination with the Director of Financial Reporting.

***The starting salary for this role is \$81,000.***

### Key Responsibilities

#### Accounting Services for the RBF, RFF, and DRF

- Monitor cash balances to ensure they are adequately funded and coordinate with the Directors of Accounting and Financial Reporting to arrange cash transfers, as necessary.
- Reconcile monthly bank statements and prepare journal entries, including for DRF short-term investment cash activity.
- Review the coding of all invoices for payment in the accounting software system and verify supporting documents for all invoices, agreements, and/or memos for grant payments, purchases and expense items, and journal entries.
- Oversee the maintenance of invoices, voucher records, journal entries, and other data as required to support and verify all receipts and disbursements.

- Record transactions in the accounting software system as directed by the Senior Accountant and Directors of Accounting and Financial Reporting.
- Partner with Senior Human Resources Associate or a designee of the VP for People and Culture to prepare semi-monthly payroll transfers.
- Prepare and coordinate weekly cash and check deposits via Chase online system.
- Prepare journal entries and monthly allocation accounting transactions.
- In coordination with accounting colleagues, generate and distribute various monthly reports from the accounting system.
- Conduct monthly reconciliations of grant payments and appropriations.
- Maintain and update monthly an Intacct-generated excel document detailing contributions to the RBF, DRF, and RFF according to Unrestricted and Restricted Core, Donor Advised Funds, and Projects and verify that all contributions have proper supporting documentation.

### **Financial Support Services**

- Prepare the annual budget entries for all entities to be imported into the accounting system.
- Compile lead and supporting schedules and accounting detail; provide assistance required for auditors.
- Perform other tasks that may be required to fulfill the responsibilities of other accounting staff in their absence.
- Liaise with banks and Finance department vendors.
- Perform all other duties, including support for special projects, as assigned by the Director of Accounting.

### **Skills and Abilities**

- Sound knowledge of general accounting principles and nonprofit-specific accounting procedures.
- Strong detail orientation, analytical abilities, and problem-solving skills.
- Flexibility and the ability to manage and complete numerous tasks and projects simultaneously.
- Knowledge of and proficiency with Intacct and/or other accounting software packages.
- Strong knowledge of and proficiency with Microsoft Excel, Microsoft Word, document management systems, and other software applications.
- Ability to work as part of a team and work well with outside vendors, auditors, and financial institutions.

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

- B.A./B.S. in Accounting with a minimum of four years in an accounting position, or a master's degree in accounting or a related field with two years of accounting experience.

### **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.

## **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 a manager.

To apply, please send a cover letter explaining your interest in the position and qualifications along with a resume to [vacancy@rbf.org](mailto:vacancy@rbf.org). Include *Accountant* in the subject line of your email. No telephone or fax inquiries, please.

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