



## Employment Announcement: Director of Accounting

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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 a Director of Accounting to manage the Accounting department and oversee its daily operations. The Director of Accounting will set department goals, evaluate current processes, and ensure all activities are compliant with applicable laws. RBF's Accounting department also provides support to affiliated organizations the Rockefeller Family Fund (RFF) and the David Rockefeller Fund (DRF). In addition to managing the daily operations, the incumbent will provide investment and financial reporting services to the Rockefeller Family Fund.

***The starting salary for this role is \$158,000.***

### Key Responsibilities

#### Accounting Operations

- Direct Accounting department operations, ensuring the accurate and timely processing of accounting transactions as well as the dissemination of regular financial management and other special reports.
- Serve as a key resource for all RBF and RFF staff on accounting-related matters.
- Provide guidance to Accounting department staff on various accounting issues and implementation of new reporting and account structuring practices to fulfill financial needs.
- Continually assess workflow and workload allocations and propose new approaches that will

enhance efficiencies.

- Oversee monitoring of cash requirements and bank balances to sustain disbursements and prepare cash flow projections.
- Oversee accurate and timely completion of bank and grants reconciliations as well as the recording of all financial transactions.
- Oversee the financial management of the Beijing Office operations, including the review of the quarterly bank reconciliation and required financial reports and the release of grant payments through Bank of China.
- Manage relationships with Accounting department service providers, e.g., financial institutions, insurance brokers and underwriters, software consultants, and credit card providers.
- Exercise payment review and release authority.
- Perform additional accounting duties that may be required to fulfill the responsibilities of other accounting personnel in their absence.

## **Financial Reporting**

- Establish and maintain internal controls, policies, and procedures underlying the financial reporting systems to ensure the integrity of financial reports, processes, and data.
- Provide guidance to Accounting department staff on current accounting principles and reporting procedures.
- Coordinate the annual audit and tax returns for the RFF, including the preparation of annual financial statements.
- Oversee all investment accounting activity for the RFF, including the reconciliation and preparation of all investment journal entries.
- Serve as RFF's investment liaison with Agility, BNY Mellon, and Amalgamated Bank.
- Oversee and review board and committee meeting materials necessary to meet financial reporting needs of the RFF.
- Oversee the preparation of quarterly financial statements for RFF donor-advised funds by the Senior Accountant and Finance Manager.

## **Budgeting**

- Oversee and review the development of the annual administrative budget for the RFF and report monthly budget variances.
- Assist the Executive Vice President for Finance and Operations with the annual budget process.

## **Other Financial Support and Responsibilities**

- Oversee the management of staff expense reporting systems.
- Serve on a management council to improve staff experience across the institution.

## **Skills and Abilities**

- Ability to work as part of a team.
- Collegial and collaborative work style.
- Ability to manage numerous projects simultaneously and meet deadlines.
- Excellent interpersonal and relationship management skills.

- Strong analytical and problem-solving skills.
- Strong knowledge of and proficiency with accounting software packages, Microsoft Excel, Microsoft Word, and document management systems.
- Persistent attention to developments in the field of accounting, financial reporting, investments, and tax compliance to ensure effective and compliant oversight of operations.

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

- B.S./B.A. in accounting or related field with seven years of accounting experience, including at least five managing an accounting department and staff, preferably at a nonprofit, or a master's degree in accounting or related field with five years of accounting experience, including at least three managing an accounting department, preferably at a nonprofit.

## **Supervisory Responsibilities**

- Manage Accounting department staff to achieve goals and objectives required of the accounting and financial management functions.
- Assess department workflows and workloads, delegate responsibilities, and realign duties as needed.
- Supervise Senior Accountant, two Accountants, and an Accounting Assistant.

## **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.

## **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 *Director of Accounting* 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).