



# Rockefeller Brothers Fund

Philanthropy for an Interdependent World

## Employment Announcement: Accounting Assistant

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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 two pivotal places: China and the Western Balkans. 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 seeks an Accounting Assistant to provide administrative and financial reporting and logistical support for the Accounting department. The incumbent will be responsible for bookkeeping and accounts payable tasks, preparing journal entries, and inputting transactional data in the accounting system. The Accounting Assistant will also support preparation of correspondence for annual financial audits, scheduling audit committee and tax meetings, and coordinating the retrieval of accounting related documents from staff.

The incumbent will perform all other duties assigned by the Director of Accounting and the Director of Financial Reporting.

### Key Responsibilities

#### Accounting, Financial Reporting and Administrative Support

- Provide clerical and filing support including: managing weekly check payments for mailing; updating the checks and wire transfers log book; maintaining the filing system; and preparing mailing materials related to the annual tax filings for the RBF and its affiliates, the Rockefeller Family Fund (RFF) and the David Rockefeller Fund (DRF).
- Support quarterly rebills to the affiliates.
- Assist with arrangements, including scheduling and preparation, for the RBF audit committee and tax-related meetings.

- Provide administrative support for the RBF annual financial audit, including the preparation of audit confirmation letters and collecting general audit items and investment-related materials.
- Coordinate collection of material and compilation of staff timesheets for use in preparation of Annual Schedule of Functional Expenses. Prepare master timesheet template to consolidate all annual staff timesheet data.
- Coordinate the compilation of annual staff Direct Charitable Activity into a summary schedule for use in preparation of the annual tax return.
- Provide accounting and administrative support to Accounting department relating to monthly corporate credit card statements, travel expense reports, and petty cash funds.
- Retrieve and distribute correspondence to appropriate Accounting staff.
- Provide accounts payable and bookkeeping support including coding invoices and processing all weekly checks and wires for RBF, RFF, and DRF. Prepare journal entries for cash receipts and enter various transactions into the accounting software system.
- Generate and distribute to Pocantico Center and Grants Management staff various monthly reports from the accounting system.
- Partner with Human Resources department to perform quarterly reconciliation of matching gifts.
- Assist with the reconciliation of activity in RFF investment cash accounts held at BNY Mellon and Amalgamated Bank.
- Coordinate with Pocantico Center staff to record monthly entries and reflect accounting for all conferences.
- Monitor landing page of Accounting & Finance Department on the RBF's intranet ("The River") to ensure it is kept current.
- Coordinate Accounting department's information for the RBF's Institutional Calendar.

*Perform all other duties and responsibilities as assigned by the Directors of Accounting and Financial Reporting.*

#### Qualifications

- Ability to manage multiple tasks and projects with flexibility and detail orientation. Ability to prioritize, work under pressure, and meet short deadlines.
- Strong interpersonal skills, including the ability to be consistently diplomatic, tactful, and professional, and to interact effectively with all levels of staff and external parties.
- Ability to work well as part of a team.
- Ability to develop and maintain knowledge of accounting functions, practices, policies, and procedures.
- Strong knowledge of and ability to use computer technology to efficiently accomplish work, using e-mail, the Internet, document management software, databases, and Microsoft Office programs (Word, Excel, PowerPoint, and Outlook), and other relevant accounting software.

Additionally, 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.
- Appreciate the value of diversity initiatives and equal opportunity in all work relationships.
- Respect the contribution of each employee of the RBF and support colleagues in fulfilling their individual responsibilities.
- Appreciate differences in perspectives and point 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.

### **Education & Experience**

- Bachelors degree in a relevant field.
- Two years of accounting related experience.
- Experience in a foundation or nonprofit organization.

### **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. We offer a salary commensurate with qualifications and experience, a generous benefits package, and a pleasant work environment.

To apply, please send a letter explaining your interest in the position and qualifications along with a resume to [vacancy@rbf.org](mailto:vacancy@rbf.org). Include *Accounting Assistant* on the subject line of your email. Additionally, include a brief writing sample of about five pages, of your original work. No telephone or fax inquiries please. Application deadline is **January 3, 2020**.

**Rockefeller Brothers Fund**  
**Attn: Human Resources – Accounting Assistant**  
**475 Riverside Drive, Suite 900**  
**New York, NY 10115**

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