



Job Description

Full Charge Controller

Employee: New

FLSA Classification: Exempt

Reports To: Matt Bertsch, Director of Finance & Accounting

Working Hours: Monday – Friday, 8:00 am – 5:00 pm

Compensation: \$150,000 - \$175,000

Location: 1420 Kettner Blvd, Suite 700, San Diego, CA 92101

Job Summary

The Conrad Prebys Foundation is embarking on a journey of strategic development and operational growth. With an annual grant and administrative budget of approximately \$60-\$70 million, the Full Charge Controller represents an exceedingly rare opportunity to immediately contribute as a key member of the accounting team. The Full Charge Controller will be responsible for processing TCPF's daily accounting, cash flow, receivables, payables, payroll, expense management, investment and related party activity, and budget functions. They will be an expert in preparation of accurate and timely monthly reconciliations, closing workpapers, and related journal entries to support each account in the general ledger as well as prepare financial statements in compliance with generally accepted accounting policies ("GAAP") and internal procedures. In close partnership with the Director of Finance and Accounting and the Director of Operations, the Full Charge Controller will also play a significant role in developing and refining processes, policies and procedures to support TCPF. The Full Charge Controller will play a vital role in the selection, configuration, and implementation of a new accounting system. This position is detail oriented with the ability to understand the big picture behind the work or processes being performed. This is an excellent opportunity for a dynamic accounting professional with an in-depth knowledge of GAAP and a track record of working with a high degree of efficiency, self-reliance, timeliness, accuracy, professionalism, and transparency to ensure that the Foundation's financial oversight is of the highest caliber.

Duties & Responsibilities

General Accounting and Reporting

- Post day-to-day transactions, maintain the general ledger and other accounting records needed to prepare the financial statements and other required financial data and post journal entries.
- Update charts of accounts, vendor listings, and accounting system reports.
- Collect and store supporting documents for payment of vendor invoices and grants.
- Create receivables and configure (internally and externally) related recipient information and requirements.
- Prepare monthly internal financial statements and analyses.
- Maintain current relevant knowledge of "GAAP" by participating in professional accounting societies, trainings, and continuing professional education.
- Evaluate and streamline accounting processes and software.
- Develop automation and integration where applicable and feasible.
- Conduct vendor management and accounts payable functions for vendors and employees, including creating, implementing, and maintaining appropriate vendor forms and records.
- Process all accounts payable and grants payable.
- Possess a deep understanding of grants expense and payable, current and long-term obligations, and accurately reconcile information between departments.
- Perform credit card transaction processes.

- In charge of expense reports, recording, and reporting.
- Accurate and timely preparation of monthly closing work-papers and schedules and related journal entries.
- Creation and improvement of desk instructions, policies and procedures.
- Subsidiary support and accounting.
- Support the purchase-to-pay process from setting up vendors through the matching of documents, obtaining approvals, utilizing Bill.com, through payment and recording.

Investment Accounting and Custody

- Post investment activity and reconcile investment balances monthly.
- Collaborate with the Director of Finance and Accounting on tracking, processing distributions, and reporting.
- Downloading and maintaining reports, statements, and other information from our service providers.

Audit, Tax Compliance

- Prepare and file IRS Forms 1099 MISC, NEC, and related filings, and partner with the tax consultants and Director of Finance and Accounting to prepare tax returns, IRS 990PF, IRS 990T, and state UBIT payments, if applicable.
- Assist with estimating excise payment calculations.
- Assist with the implementation of a quarterly internal audit process.
- With direction from the Director of Finance and Accounting and in coordination with the auditors, assist in preparing audit schedules, financial statements, and footnotes for TCPF's year-end financial statement audit.
- Liaise with and provide support to auditors during the annual audit.

Budget

- Partner with the Director of Finance and Accounting and senior management to assist with the preparation of annual capital and operating budgets.
- Properly code and track expenses to ensure accurate budget to actual tracking and prepare related budget to actual reports.
- Assist in calculating cash flow projections, and preparing financial analyses, memos, and reports as requested.
- Perform periodic reviews of budget versus actuals with variance analyses and track disbursements to ensure IRS minimum distribution requirements are met.
- Create and implement a variance reporting process, and a variance and/or budget revision approval process.

Banking

- Ensure compliance with the management of internal banking policies and procedures.
- Promptly reconcile all monthly bank statements.
- Integrate banking into TCPF's accounting software.
- Make and record deposits and disbursements.

Payroll and Benefits

- Support the processing of semi-monthly payroll and 401(k) contributions.
- Review and reconcile quarterly payroll tax returns.
- Understand, prepare, and record payroll and related benefit entries.
- Integrate payroll and benefit systems directly into accounting system.

Other

- Other duties as requested.

Supervisory Responsibilities

There are no supervisory responsibilities for this position.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Skills and Abilities

- Demonstrate support for the organization's three cultural pillars: Strivers, Bridge Builders, and Humans First.
- Expert level Excel skills.
- Strong organization and prioritization skills with the ability to manage several projects simultaneously, with exceptional attention to detail, with a positive personality.
- Excellent interpersonal and communication skills, written and oral; ability to work effectively with a variety of people.
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- Ability to independently theorize, analyze, research, collaborate, and conclude.
- Vigilant in continual improvement of current tools, workpapers, systems, and processes.

Knowledge (Systems)

- Bill.com
- Divvy (Bill Spend and Expense)
- Quickbooks Online
- Monday.com
- BambooHR
- Expert with Microsoft Office 365
- Knowledge and consistent use of password keeping software

Education and/or Experience

- Bachelor's degree in accounting.
- Previous experience with new system implementation
- Experience providing accounting and reporting support to a dynamic team in a fast-paced organization.
- Expert with GL to second source reconciliations.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

To apply for the position, please contact:

Tom Marchand

Proven Recruitment

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