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**Position Title: Assistant Controller**

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**FLSA Status: Exempt**

**Department: Finance**

**Date Completed: March 31, 2025**

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**Position Summary:** The Assistant Controller is a member of the Finance Team and is responsible for maintaining the integrity of the Foundation by ensuring the accurate and timely implementation and accounting of the Foundation's finances and investments according to the policies and procedures developed by the Board of Directors. Responsibilities include assisting with accounting functions including accounts payable, accounts receivable, bank transfers, bank and investment reconciliations, and financial reporting. The Assistant Controller also works with the Controller and Vice President of Finance & Operations for coordination and completion of annual audit, preparation of financial statements, and investment and cash flow management.

**Core Values:** YCCF's core values include courage, diversity, equity and inclusion, strategic, collaborative approaches, integrity, and innovation. As a member of YCCF, you will be expected to actively participate in creating a high-performing culture that embraces our core values and weaves DEI throughout our work.

**Essential Responsibilities and Duties:**

1. Provide administrative support to the Controller relating to the daily operations and activities of the Finance Department.
2. Support the development of system policies and internal controls and procedures to maximize efficiencies and comply with legal and regulatory standards, and best practices for the finance team.
3. Assist in the preparation of regular financial projections and analysis for the President and CEO, Vice President of Finance and Operations, Board of Directors, and committees.
4. Collaborate with the Finance Team to identify and develop strategies to manage organizational risks.
5. Prepare presentations for Audit, Finance, and Investment committee meetings.
6. Serves as the recording secretary of minutes for the Audit, Finance, and Investment Committees.
7. Record administrative fees on a monthly and quarterly basis.
8. Record monthly allocation of investment return.
9. Participate and responsible for accounting functions and reconciliations, including accounts payable, accounts receivable, cash transfers, interfund and intercompany activity, general ledger, fund accounting, gifts, bank, investment, trust, and fixed assets.

10. Timely filing and preparation of IRS Form 990 for the foundation, other affiliated organizations, and trust tax returns.
11. Assist in coordinating with external auditors to provide necessary information in order to complete the annual audit, including preparation of annual financial statements in accordance with GAAP.
12. Prepare internal financial statements on monthly, quarterly, or annual basis as needed.
13. Assist in the maintenance of database design for integration of adopted policies and procedures including spending policy, administrative fees, investment policy, and operating reserve for organizational entities and product lines.
14. Assist with management and processing of internal grant/gift activity for purposes of elimination for consolidated financials.
15. Assist and perform necessary activities for investment and cash flow needs of the foundation including monthly investing and managing deposits and transfers.
16. Maintain current knowledge of accounting rules and pronouncements.
17. Prepare ad-hoc financial reports and analysis as requested.
18. Serves as a back-up to the Finance/Payroll Specialist to process payroll and bank deposits, and accounts payable.
19. Assists and perform necessary activities for management of capital assets to ensure that assets are properly recorded, depreciated, and disposed of as appropriate.

**Other Duties:**

1. Assist in promoting the Foundation by confidently communicating Foundation products, services, and investment performance in presentations to fundholders and donor prospects.
2. Build positive relationships with donors in coordination with the Development Department by engaging donors at YCCF and community events.
3. Assist in identifying donor prospects by being actively engaged in the community.
4. Represent the organization externally, as necessary, particularly in investment and banking matters.
5. Assist in identifying community issues and philanthropic trends that impact YCCF's mission.
6. Identify and assist in building relationships and opportunities with organizations that can advance the Foundation's priorities.
7. Support financial reporting to grants committees as requested.

**Skills Required:**

1. Excellent working knowledge of accounting principles and investment strategy
2. Ability to operate as a strategic thinker
3. Strong analytical and organizational skills
4. Ability to successfully manage multiple tasks and projects simultaneously
5. Excellent judgment and creative problem-solving skills
6. Initiator and self-reliant decision-maker
7. Strong written, oral, interpersonal and presentation skills with diverse audiences
8. Collaborative team player
9. Unimpeachable ethical standards, and personal integrity
10. Demonstrate an ability to use tact and discretion; ability to maintain confidentiality of information and other related matters
11. Attention to detail and follow-through

12. Flexibility and openness to a changing environment
13. Knowledge of investments and required reporting
14. Commitment to outstanding customer service
15. Demonstrated capacity to collaborate with diverse stakeholders
16. Proficient to Expert working knowledge of Microsoft Office products including Word, PowerPoint and Excel and experience working in databases and accounting software
17. Passion for YCCF's mission and commitment to organizational values
18. Commitment to standard office schedule with commitment to participation in Community Foundation events on occasional evenings or early mornings
19. Ability to access reliable internet for remote work as needed

**Qualifications:**

1. Bachelor's Degree in Accounting. CPA, MBA or equivalent preferred.
2. At least three years' experience of increasing responsibility in financial management including knowledge of and experience in fund accounting, investment management, and GAAP and FASB standards as they apply to non-profit organizations.
3. Exposure to and experience with nonprofit/foundation investment committees and policies preferred
4. Experience with financial reporting and tax returns preferred.

**Physical Requirements:**

1. Ability to work under stress and work additional hours to meet reporting deadlines.
2. Required to sit for extended periods of time.
3. Required to sit, stand, walk; occasionally required to stoop, kneel, crouch.
4. Ability to ascend and descend stairs.
5. Required to reach with hands and arms and push items overhead.
6. Occasional lifting of up to 25 lbs.
7. Required to talk, hear and see. Vision requirements for this position include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus, and ability to differentiate between colors.
8. Dexterity is mandatory as this job requires frequent use of hands and fingers, including keystrokes on computer keyboard and calculator.
9. Ability to travel between company facilities as necessary.

**Work Environment:**

1. The position primarily works in an office environment, seated at a desk for extended periods of time.
2. Frequent and ongoing interaction with employees.
3. The noise level in the work environment is usually moderate.